

**FREEDOM OF INFORMATION  
AND  
PRIVACY ACTS**

**SUBJECT: CUSTODIAL DETENTION  
SECURITY INDEX**

**FILE NUMBER: 100-358086**

**SECTION : 29**



**FEDERAL BUREAU OF INVESTIGATION**

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## **NOTICE**

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## Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: May 26, 1954

FROM

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS -  
PERSONNEL FILE REVIEWS  
FEDERAL RECORDS CENTER  
ST. LOUIS, MISSOURI

By letter May 18, 1954, captioned "Photographs of Security Index Subjects," the St. Louis Office advised that it has received a large number of requests to recheck files in the Adjutant General's Office and the files at the Federal Records Center for photographs of subjects following a previous request to review the personnel files of the same subjects. St. Louis points out that this represents a duplication of effort in its Office.

The St. Louis letter advised that the files of the Adjutant General's Office do not contain photographs of individuals. However, in some instances photographs are available in the Federal Records Center.

To eliminate the rechecking of the files for a photograph of the subject whose personnel file had previously been reviewed, St. Louis suggests that the field be instructed to advise St. Louis whether a photograph is desired in each instance when a lead is set forth to review a personnel file at the Federal Records Center.

RECOMMENDATION:

If you approve, the field will be so instructed by the attached SAC Letter. Instructions do not require Manual change.

Attachment

UNRECORDED  
6-1-54

S.A.C. Letter # 54-27

*Security Index - General*

(L) SECURITY INVESTIGATIONS OF INDIVIDUALS - PERSONNEL FILE REVIEWS-  
FEDERAL RECORDS CENTER - ST. LOUIS, MISSOURI -- The St. Louis Office  
has advised that it has received a large number of requests for  
photographs of subjects of security investigations from the files  
of the Adjutant General's Office and the Federal Records Center  
following a previously requested review of the personnel files of  
the security subjects at these facilities.

For your information, the files of the Adjutant General's  
Office do not contain photographs of individuals. In some  
instances, however, such photographs are available in the files  
of the Federal Records Center.

In the future, to eliminate the rechecking of a subject's  
personnel file at the Federal Records Center to secure a photograph  
of a subject whose personnel file has been previously reviewed by  
the St. Louis Office, each initial request for a review of a  
personnel file at the Federal Records Center concerning the subject  
of a security investigation must indicate whether or not a photo-  
graph is desired.

NOT RECORDED  
46 JUN 24 1954



6-3-54

SECRET

Deputy Attorney General

June 3, 1954

Director, FBI

EMERGENCY IDENTIFICATION PROGRAM  
FBI File

Reference is made to previous communications relating to Security Index subjects employed by the Federal Government.

My memorandum of May 24, 1954, noted that, although a removal order was outstanding against [redacted] formerly employed by the United States Army Signal Corps Photographic Center in New York City, a question had arisen as to its effective date. It was stated that according to an Army source the actual receipt of the removal notice executed by the Secretary of the Army had not been verified. For that reason, [redacted] final separation from Government rolls had not been effected although such action was to be taken at an early date.

Please be advised that on May 24, 1954, the notice of removal was dispatched by registered mail to [redacted] by the Security Office of the United States Army Signal Corps, 35-11 35th Avenue, New York City. As a result, the subject was formally removed from Federal rolls. [redacted] no longer resides in the New York area and no information has been received indicating that he had taken any steps to be restored to Federal employment.

The foregoing is for your information and the completion of your records. Any further data received in this matter will be brought to your attention promptly upon receipt.

UNRECORDED

June 9, 1954

EMERGENCY DETENTION PROGRAM  
FBI File

DETAILS:

We follow the field weekly on the status of Security Index subjects employed by the Federal Government. The field advises us of the status of these subjects as of each Friday and, in the interim, bring any pertinent developments to our attention as they occur.

As of Friday, June 4, 1954, a total of 14 Security Index subjects were carried on Federal rolls, a drop of 2 from the previous week. Of the 14, 9 are suspended. The subjects are:

During the past week, [redacted] was discharged from his employment with the Department of Health, Education and Welfare in Detroit. This was called to the attention of the Department by memorandum to [redacted] dated 6/4/54.

It was also determined that an employee of the Department of Interior in Oregon who had resigned effective [redacted], died on 6/2/54.

[redacted], Army employee in Chicago, was suspended on [redacted]

[redacted] for the Veterans Administration in Baltimore has been omitted from the list of reappointments to be made by that Agency on 7/1/54, indicating that [redacted] tenure will expire [redacted]

ACTION:

If you approve, the attached letter will be forwarded to [redacted], Deputy Attorney General, to advise of the developments with regard to subjects [redacted] and [redacted].

UNRECORDED  
6-10-54

Security Index - General  
SUBJECT: SECURITY OF GOVERNMENT EMPLOYEES

SYNOPSIS:

By memorandum dated February 2, 1954, Bureau furnished Attorney General for his information list of 173 loyalty investigations conducted between 1948-1953 covering cases wherein the reports reflect a document or an admission of Communist Party (CP) affiliation at some time or cases which Bureau had called to Department's attention upon receipt of information individuals rated eligible on loyalty. Check of records in January, 1954, developed no information indicating the 173 individuals not Government employed. Subsequent to February 2, 1954, Bureau has received copies of several memoranda between Departmental officials reflecting Department is checking with and agencies to ascertain if these individuals are still employed in Government. Question arises regarding whether Bureau should obtain and keep up-to-date information regarding current employment status of these individuals. To maintain such information on a completely accurate basis would necessitate the initiation of a program of periodically checking on a field level with agencies where individuals are employed. Any check of records could not be considered entirely accurate as agencies may fail to advise of resignations, terminations or transfers. Bureau does make weekly check on field level with agencies regarding employment status of Government employees on Security Index, however, the list of 173 cases can not be considered as being in same category as Security Index list. Executive Conference memorandum of April 25, 1951, (Photostat attached) discussed the necessity of Bureau following the continued employment of those Government employees in which loyalty or applicant investigations developed derogatory information. Memorandum observed that those cases wherein sufficient subversive information was developed warranting placing individuals on Security Index would be followed under that program. It recommended that the Bureau not follow the continued employment of the other cases due to the volume and the great deal of administrative and investigative time that such a program would require. The investigations of the majority of the 173 cases were conducted under Executive Order 9835 (Employees Loyalty Order).

6-10-54

The others were conducted under Executive Order 10450 (Employees Security Program). Executive Order 10450 requires readjudication of full field investigations under Executive Order 9835 if individuals are still in Government unless their cases have previously been adjudicated under a standard commensurate with standard of Executive Order 10450. Agencies advise CSC or results of readjudication and CSC advises Bureau if Bureau investigation involved. Agencies also advise CSC of results of adjudication of cases investigated under Executive Order 10450 and CSC in turn advises Bureau in instances where Bureau conducted the investigation. Since February 2, 1954, advice received from that four of the 173 individuals no longer Government employed and two have been retained under Executive Order 10450. Attached is Photostat of memorandum from informant to Bureau dated April 26, 1954, regarding Emergency Detention Program wherein it was approved that field follow employment status of Security Index subjects employed in Government on a weekly basis but no instructions were being issued to field to follow the 173 cases.

RECOMMENDATIONS:

(1) That the Bureau not follow the employment status of the 173 individuals listed in the Bureau's memorandum to the Attorney General of February 2, 1954, by checking with the employing agencies. Such a procedure would involve considerable work and might also lead the employing agencies to feel the Bureau is attempting to influence them to remove these individuals from their rolls.

(2) Stops have been placed in the Employees Security Section so that notices received from, or of dispositions made of these cases will be immediately tabulated. Further, a memorandum is being placed in the main files of these individuals requiring that any information received regarding Government employment status be brought to the immediate attention of the Employees Security Section.

*I agree with  
above recommendations*

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Bureau a copy discussing Security Index subjects in the Government. In the memorandum the Attorney General also made reference to the list of 173 cases furnished him under date of February 2, 1954. The Attorney General asked the Deputy Attorney General to give him a status report regarding both classes of cases and the details of the Deputy Attorney General's procedure for following with other agencies of the Government to determine if the individuals have been separated.

The Deputy Attorney General replied to the Attorney General under date of April 12, 1954, and furnished the Bureau a copy of the memorandum. With respect to the 173 cases, the Deputy Attorney General stated each is being checked against the reports of full field investigation conducted while in the custody of \_\_\_\_\_ of the Department and are concurrently being checked with \_\_\_\_\_ and each department and agency will be aware of these cases as well as the contents of the investigative reports. ( )

By memorandum of April 16, 1954, entitled "Emergency Detention Program - Federal Employee Security Program," the Deputy Attorney General furnished the Bureau copies of memoranda he had addressed to his First Assistant \_\_\_\_\_ on April 16, 1954. The Deputy Attorney General's memorandum to \_\_\_\_\_ dealing with the 173 cases stated that when this list of cases had first been called to his attention he had asked that each of the departments and agencies involved and CSC be notified at once. He requested \_\_\_\_\_ to "have a comprehensive survey made to determine for once and for all whether these 173 are still employed by the Federal Government and, if so, the reason why they have not been removed." He stated "I want to make certain that if any department or agency still employs any of these 173 individuals, that it is in written notice about the information contained in the files of the FBI." He is noted that the Bureau, of course, has disseminated all such reports to CSC in accordance with established procedures for use in adjudication of the cases. ( )

Under date of May 17, 1954, the Attorney General directed a memorandum to the Deputy Attorney General concerning Security Index subjects employed in the Government and the list of 173 cases. Concerning these individuals, the Attorney General said, "I think we should (even though we are not required to do so) check with the Civil Service Commission or see that in fact the agency has been given written notice about the information contained in the files of the FBI....I do not want to take any chance that these cases are in the hands of any agency or any chance that they may be included in a backlog of unprocessed cases over in the Civil Service Commission."

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An Executive Conference memorandum of April 25, 1951, discussed the question of whether the Bureau has a responsibility to follow the activities and employment status of those loyalty and applicant-type cases in which derogatory information was developed by the Bureau's investigation. A Photostat of the Executive Conference memorandum is attached. The memorandum noted that the system then being used was that when subversive derogatory data is developed in those cases the reports of the investigation are reviewed by the Internal Security Section of the Domestic Intelligence Division for consideration as to whether a Security Index card should be prepared or investigation should be continued as a security case looking toward a Security Index card. It pointed out that there are very few cases continued as security cases due to the fact it is possible to determine from the investigation already conducted whether the individual should go on the Security Index. The memorandum stated that if the Bureau decided to follow on the cases in which derogatory information was developed, it could do so in one of the following three ways:

- (1) All Government employees on whom any substantial derogatory information is developed can be placed on the Security Index. The memorandum pointed out, however, this would be a departure from the usual standards as in the great majority of cases the derogatory information relates to periods years in advance of the current date.
- (2) Security cases could be opened on the loyalty cases are completed on all subjects where derogatory information has been developed. The memorandum advised such a procedure would appear unwarranted as the loyalty investigation is as complete or more complete than the usual investigation; that the only thing that would be accomplished by opening security cases would be to determine periodically whether the subject is still in Government employment.
- (3) A list of the cases could be furnished the field and have the field check periodically to see if the subject remains in Government service. The memorandum advised that would be a very burdensome administrative procedure but could be done if it was felt warranted. The memorandum stated that the chief objection to such a procedure was not the additional work involved but the fact that if the field gets no information, there is no effective action the Bureau can take with respect to it.





these. The recommendation advised that the field was not being instructed to follow and report employment status with respect to the 173 cases not on the Security Index. This recommendation was approved.

ADVISE BUREAU OF CIVIL SERVICE OF SECURITY EVALUATIONS  
MADE BY FIELD OFFICES UNDER EXECUTIVE ORDER 10450

Under procedures of Executive Order 10450, the Department and agencies must notify CSC of security evaluations they make with respect to cases processed under Executive Order 10450. Through agreement CSC thereafter advises the Bureau of the evaluations with respect to those cases in which the Bureau conducted investigations. It is noted that one of the requirements in Executive Order 10450 is that the names of those individuals who were subjects of civil service investigations under Executive Order 9835 not be readjusted under Executive Order 10450. The Bureau has received a standard memorandum with that of Executive Order 10450. The Bureau has received advice from the Civil Service Commission in a considerable number of cases investigated under Executive Order 9835 regarding the evaluation made of them upon their being readjusted under Executive Order 10450.

It is noted that the majority of the 173 cases in the Bureau's list to the Attorney General of February 6, 1954, were conducted under Executive Order 9835. The remainder were conducted under Executive Order 10450. The Bureau should, therefore, receive advice from CSC with respect to any readjustations involved in the 173 cases as well as any adjustments made in these cases.

Office Memorandum • UNITED STATES GOVERNMENT  
1688

DATE: June 11, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX -  
PREPARATION OF SUMMARY REPORTS

DETAILS:

My memorandum of May 13, 1954, noted that as of May 1, 1954, 19 offices, exclusive of New York, were still engaged in preparing initial summary reports in Security Index cases. Upon our instructions these offices are submitting progress reports the first of each month until the project is completed. We have reiterated that the deadline of July 14, 1954, must be met and that the SAC's are being held personally responsible in this connection.

The status letters as of June 1, 1954, reveal that Albany, Anchorage and Boston have now completed their reports, leaving 16 offices still engaged in the project.

Attached is a tabulation setting out the status of the program in the 16 offices showing (1) the total number of summary reports scheduled (including Key Figure and Key Facility cases); (2) total completed as of May 1, 1954; (3) total completed as of June 1, 1954; (4) number yet to submit and (5) percentage completed.

We are directing letters to the 10 offices indicated on the attachment by asterisks, which have submitted less than 90% of the summary reports, commenting upon their progress and reiterating the necessity of meeting the Bureau deadline of July 14, 1954, without fail.

Four of the 10 offices under 90% - Detroit, New Haven, Philadelphia and Seattle - in addition to noting their production figures, set out comments regarding their manpower commitments and assignments as they relate to captioned program.

Detroit letter of May 27, 1954, noted that during May, 1954, that office had submitted 111 reports, dictated 205 and had ready for dictation as of May 27, 1954, 54 summary reports. It was stated that their total accomplishments, including the foregoing in May was somewhat under their quota of 300 summary reports originally set for that month and pointed out that failure to meet

Attachment  
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JUN 11 1954

1688

the quota was attributable in part to the necessity of assigning Agents to surveillances in connection with Soviet and satellite matters. Detroit expects to have all their remaining summaries in dictation by June 30, 1954.

New Haven letter of June 3, 1954, indicates that in May, 1954, that office submitted only 27 summary reports leaving 55 for completion before the July 14, 1954, deadline. It was stated that Smith Act apprehensions by that office in the latter part of May had affected their summary report production requiring deferment of dictation in several instances. New Haven pointed out that with the addition of stenographic help approved by the Bureau and with the completion of the Smith Act apprehensions, captioned program will receive top priority and the Bureau deadline will be met.

Philadelphia letter of June 1, 1954, notes that the entire complement of the two Security Matter - C squads, 49 men, are now working almost exclusively on summary reports and, in addition, 25 men assigned to a third security squad are working part-time on the program. All remaining cases requiring summary reports have been assigned and the date of June 30, 1954, has been fixed as the deadline by which all their summaries must be completed or in dictation.

Seattle letter of June 1, 1954, states that during May, 1954, a total of 106 summary reports were submitted, leaving 113 for preparation by the deadline date. It is stated that difficulty is still being encountered in the matter of getting the reports dictated and transcribed in that Seattle is extremely short of stenographic personnel. It may be noted in my memorandum of May 13, 1954, the stenographic situation in Seattle was mentioned, as discussed in the status letter from that office dated May 4, 1954, under the above caption. Seattle letter of May 25, 1954, captioned "Bureau Applicant Investigations, Related Special Inquiries and SGE - Seattle Division," sets out the stenographic problem in that office in considerable detail. Seattle has re-emphasized that this project will definitely be completed by the deadline date insofar as the preparation of the reports by Agents are concerned.

ACTION:

We will continue to follow this program closely and you will be advised of its status as of July 1, 1954, promptly upon the receipt of the monthly status letters from the field.

1688

STATUS OF SECURITY INDEX  
SUMMARY REPORT PROJECT  
AS OF JUNE 1, 1954

(Including Key Facility  
& Key Figure Cases)

	Number Scheduled	5-1-54	6-1-54	Number To Submit	Percentage Completed
Baltimore	329	316	323	6	98%
Buffalo	240	224	226	14	93%
* Chicago	1,532	1,277	1,370	162	89%
Cincinnati	190	177	179	11	94%
* Detroit	1,379	956	1,059	320	77%
* Houston	60	50	53	7	88%
Indianapolis	266	234	242	24	91%
* Los Angeles	2,510	1,694	2,010	500	80%
* Newark	799	575	651	148	81%
* New Haven	498	428	443	55	89%
* Philadelphia	970	645	745	225	77%
* St. Louis	172	137	148	24	86%
* San Diego	141	72	113	28	80%
San Francisco	2,265	2,138	2,191	74	97%
Seattle	611	399	498	113	82%
WFO	250	215	235	15	94%

(\* Letters being sent to these offices)

3-1086-1688

UNRECORDED  
6-9-54

SECRET

June 9, 1954

Deputy Attorney General

Director, FBI

EMERGENCY DETENTION PROGRAM  
FBI File

Reference is made to previous communications regarding Security Index subjects employed by the General Federal Government. Set out hereinafter are data received recently from the field relating to individuals in the above category.

, formerly  
employed by the Department of the Interior, Portland,  
Oregon, died on June 3, 1954.

, an employee of the United States  
Army, Illinois,  
was suspended on , upon instructions  
originating with the Office of the Chief of Ordnance,  
Washington, D. C.

, a  
with the Veterans Administration in Baltimore, Maryland,  
has been omitted from the list of reappointments to be  
made by that Agency on July 1, 1954, indicating that his  
services will be terminated by the Veterans Administration  
on

Any further information received in this matter  
will be brought to your attention promptly upon receipt.

## Office Memorandum • UNITED STATES GOVERNMENT 1489

**TO**

DATE: June 11, 1954

**FROM**

**SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS**

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of May 31, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications decreased from 21,752 to 21,521. Delinquent matters increased from 6,757 to 7,822 with the resultant over-all statistical increase from 31.6% to 35.8%. The delinquency in security cases in the New York Office increased from 2,191 to 2,192, a continuing percentage of 4%. The number of pending active matters in the 100 classification decreased in the New York Office from 4,328 to 4,067 and the delinquent items in this classification decreased from 2,014 to 1,894 or a continued statistical delinquency of 47%.

Letters are being sent to 28 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

**RECOMMENDATION:**

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the June, 1954, administrative reports. PZ

*BUFILE* ~~100-88888-6~~

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DETAILS:

Since December, 1951, we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The May, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 decreased during this month from 21,752 to 21,521. The delinquent items increased from 6,757 to 7,822 which represents a statistical increase of from 31.6% to 35.8%.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classifications</u>	<u>12-31-51</u>	<u>2-28-54</u>	<u>3-31-54</u>	<u>4-30-54</u>	<u>5-31-54</u>
65	1,314	1,155	1,109	1,127	1,163
100	32,812	21,743	21,995	20,764	21,368
105	<u>2,895</u>	<u>2,570</u>	<u>2,721</u>	<u>2,894</u>	<u>3,413</u>
Total	37,021	25,468	25,825	24,785	25,944

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classifications</u>	<u>12-31-51</u>	<u>2-28-54</u>	<u>3-31-54</u>	<u>4-30-54</u>	<u>5-31-54</u>
65	525	153	175	156	189
100	22,518	5,408	5,803	5,962	6,870
105	1,719	446	639	523	763
Total	24,762	6,007	6,617	6,757	7,822

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	5,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,468	6,007	27.9%
3-31-54	21,848	6,617	30.2%
4-30-54	21,752	6,757	31.6%
5-31-54	21,863	7,822	35.8%



1689

Status of Security Work in Twelve of the  
Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December, 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards 5-15-54</u>	<u>Pending Active Matters</u>		<u>Percentage Delinquent</u>	
		<u>4-30-54</u>	<u>5-31-54</u>	<u>4-30-54</u>	<u>5-31-54</u>
* New York	6,391	5,377	5,290	41%	41%
* Los Angeles	4,042	2,053	1,791	44%	51%
* San Francisco	2,250	1,378	1,460	28%	31%
* Chicago	1,531	1,086	1,113	35%	40%
* Detroit	1,386	1,008	910	37%	48%
* Philadelphia	1,156	1,005	1,024	29%	40%
* Newark	813	1,129	1,157	23%	38%
* Cleveland	683	451	495	17%	32%
* Seattle	680	559	377	32%	49%
* Boston	631	717	690	24%	35%
Minneapolis	520	360	394	17%	15%
* New Haven	513	455	429	28%	42%
Total	20,596	15,578	15,130		

\* Letters being sent to offices indicated. See page 8 herein.

The over-all statistics for the eleven offices other than the New York Office since July 31, 1952, are as follows:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delin- quent(65-100-105)</u>
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,569	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.8%
2-28-54	10,288	3,021	29.4%
3-31-54	10,188	2,998	29.4%
4-30-54	10,201	3,209	31.5%
5-31-54	9,840	3,920	39.8%

New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50% for the first time in 1953 to 47%. This was reduced even further in December to 43% as compared with January, 1953, delinquency of 76% in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43% to 53%.

The May, 1954, administrative report reveals that its security delinquency remained constant during the past month at a percentage of 41%. The pending active security cases decreased in the New York Office from 5,377 for April, 1954, to 5,290 for May, 1954. Delinquent items increased from 2,191 as of April 30, 1954, to 2,192 as of May 31, 1954.

The New York Office has approximately 25% of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 28% of the number of delinquent items in these classifications throughout the field. The average delinquency in all other offices at the end of May, 1954, was approximately 34%. The New York delinquency remained at 41% as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During May, 1954, the number of pending active matters in the 100 classification in the New York Office decreased from 4,322 to 4,067. The number of delinquent matters in this classification decreased from 2,014 to 1,894 with no statistical change from the 47% for April, 1954.

Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on May 31, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during May, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	4-30-54	5-31-54	4-30-54	5-31-54
* San Juan	239	224	24%	44%
* Knoxville	32	34	3%	38%
* Denver	161	149	24%	36%
* Milwaukee	269	268	26%	35%
* Cincinnati	335	342	25%	34%
* San Diego	238	276	16%	33%
* Houston	68	65	20%	30%
* Atlanta	73	69	11%	30%
* Albany	319	318	22%	30%
* Richmond	76	86	13%	29%
* Norfolk	48	48	33%	29%
* Miami	213	195	34%	29%
* Charlotte	76	71	33%	29%
* Indianapolis	180	179	24%	28%
* New Orleans	126	144	12%	28%
* Oklahoma City	85	86	17%	28%
* Pittsburgh	360	360	26%	28%
Springfield	129	128	29%	25%
Memphis	49	46	31%	24%
Omaha	55	58	11%	24%
St. Louis	314	289	29%	24%
Washington Field	1,168	1,440	22%	23%
Baltimore	395	449	17%	23%
Dallas	62	88	14%	22%
Birmingham	34	23	3%	20%
Phoenix	67	73	15%	18%
Portland	106	104	20%	18%
Albuquerque	80	81	10%	17%
Kansas City	103	84	12%	18%
Savannah	21	32	29%	17%
Anchorage	46	35	8%	14%
Luffalo	325	534	16%	14%
Butte	58	43	24%	14%
Salt Lake City	39	43	5%	14%
San Antonio	41	49	10%	13%
Mobile	29	45	20%	9%
Louisville	58	50	14%	8%
Little Rock	20	28	14%	7%
El Paso	39	45	0%	4%
Honolulu	38	42	0%	0%
Total	6,174	6,733		

\* Letters sent to offices indicated regarding delinquent status.  
See page 8 herein.

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.6%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,997	1,097	21.9%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	6,079	1,431	23.5%
4-30-54	6,174	1,327	21.5%
5-31-54	6,733	1,710	25.4%

Letters to the Field

As noted previously, we are sending letters to 28 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. Letters are being directed to the offices indicated by asterisks on pages four and seven herein. It will be noted that the security delinquency of those offices for the month of May, 1954, appears in the extreme right hand column of the two lists on pages four and seven.

1690

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: June 11, 1954

FROM :

SUBJECT: <sup>0</sup> SECURITY INDEX - 7  
Bufile

The following is a report on the increase in the Security Index since the last count was furnished to you on May 14, 1954.

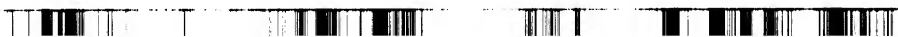
<u>Week Of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
May 15-21	79	32	47
May 22-28	50	24	26
May 29-June 4	42	11	31
June 5-11	48	16	32
TOTAL:	219	83	136

For your information, during the preceding four-week period 260 cards were added and 64 cards were cancelled, a net increase of 196 cards.

The Security Index count as of today is 25,366.

ACTION:

This is for your information.



UNRECORDED

June 16, 1954

EMERGENCY DETENTION PROGRAM  
FBI File

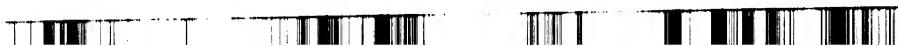
DETAILS:

We follow the field weekly on the status of Security Index subjects employed by the Federal Government. The field advises us of the status of these subjects as of each Friday and, in the interim, bring any pertinent developments to our attention as they occur.

As of Friday, June 11, 1954, a total of 15 Security Index subjects were carried on Federal rolls, an increase of one over the previous week. Of the 15, 10 are suspended. The subjects are:

ACTION:

If you approve, the attached letter will be forwarded to \_\_\_\_\_, Deputy Attorney General, to advise of the addition of \_\_\_\_\_ to the Security Index.



UNRECORDED  
6-17-54

Deputy Attorney General

June 17, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM  
FBI File

Reference is made to previous communications  
relating to Security Index subjects employed by the  
Federal Government.

Please be advised that

New York, has been designated for inclusion in the Security  
Index. is currently suspended from the above  
employment. Investigative reports bearing the character  
"Espionage - R" have been made available to the Records  
Administration Branch of the Department and to the  
Department of the Navy.

Any further information received in this matter  
will be forwarded to you promptly upon receipt.



*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: June 18, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week, 50 cards were added to the Security Index and 21 cards were cancelled, a net increase of 29 cards.

The Security Index count as of today is

25,395.

ACTION:

None. This is for your information.



Assistant Attorney  
Criminal Division

1692  
June 21, 1954

Director, FBI

NP list

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:

Foreign Government Employees  
United Nations Employees  
Pro-Tito Yugoslavs  
U. S. Government Employees  
Atomic Energy Program Employees

100-324006-1672

UNRECORDED

5-17-54

TO:

May 17, 1954

FROM:

I have your secret memorandum of May 14, giving an up-to-date report on the status of government employment of certain individuals investigated under Executive Order 10450. It reports that every name called to the attention of the Department has having been listed on the security index has been especially called to the attention of the appropriate agency by the Department of Justice.

I note that you will continue to report on the status of these cases at appropriate intervals. The only question that occurs to me is whether we should not investigate the one case of the person who was retained in government brought out in the agency's investigation leading to clearance, would not warrant us removing the individuals named from the security index. Please let me know your views on this.

You have also sent me copies of two memoranda, written by you to \_\_\_\_\_ under date of April 16, 1954, entitled "Emergency Detention Program". They refer to a list of 173 cases and another list of 13 cases. I am not sure whether the 13 are additional to the 173 or not, but in any event I think we should (even though we are not required to do so) check with the Civil Service Commission and see that in fact the agency has been given written notice about the information contained in the files of the FBI. Please check with \_\_\_\_\_ on this as he has had some contact with the C.S. C. I do not want to take any chance that these cases are treated in a routine way, or any chance that they may be included in a backlog of unprocessed cases over in the Civil Service Commission.

I also have a report from the Director, FBI, dated May 11, Referring to 294 names, and suggest you process them in the same way.

1693

June 22, 1954

SAC, Albany

PERSONAL ATTENTION

Director, FBI (100-358086)

SECURITY INDEX

There is attached hereto for each office an alphabetical list of its Security Index subjects prepared from the Bureau's Security Index as of June 15, 1954. Each subject is identified by name, race, sex and date of birth. The subjects carried in the various subdivisions of the Special Section are listed on separate pages under the appropriate headings. It is requested that this list be used to reconcile the Security Index in your office with the index at the Dept of Government by checking the names on the list against your Security Index cards.

Attachment



In checking this list against your Security Index the following items should be considered and handled as follows:

1. If the name of a subject on the attached list is not included in your Security Index, you should check that subject's case file to determine his correct Security Index status. An appropriate notation should be placed adjacent to the subject's name on the enclosed list reflecting the correct Security Index status for the subject. If his name should be deleted from the Bureau's Security Index the notation should refer to the previous communication from your office which recommended cancellation. If you do not have a Security Index card for the subject and a card should be in your Index, the notation should request the Bureau to forward cards to your office.
2. If this check discloses the names of subjects in your Security Index which do not appear on the attached list, the names of such subjects and the Bureau file number (where known) should be set forth on a separate sheet of paper with the date that the subject was recommended for inclusion in the Security Index. Instances of this nature will occur in those cases where subjects have recently been recommended for inclusion in the Index and were not included therein at the time of printing of the attached list but cards have subsequently been prepared at the Bureau. Instances of this nature may also occur in those cases where cancellation of a Security Index card has recently been recommended by you and you have not yet received Bureau authorization to cancel.
3. In checking the Special Section of your Security Index against the attached list you should be certain that the subjects are in the same subdivision as those indicated on the attached list. Appropriate notations should be placed on the attached list if there are any discrepancies between your Special Section and the list.
4. To avoid an increasing number of discrepancies between the attached list and your Security Index due to current changes being made in the Security Index, this check must be instituted immediately and completed within 10 days of the receipt of this memorandum by each office. Upon completion, the attached list and appropriate notations should be returned to the Bureau by cover memorandum under instant caption.

1694

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: 6/22/54

FROM :

SUBJECT: ~~SECURITY INDEX CARD STATISTICS~~

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of June 15, 1954.

Attachments

KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
UN	Unknown
AEP	Atomic Energy Program Employees
BUL	Bulgarian
COM	Communist Party, USA
ESP	Espionage subjects
FGE	Foreign Government Employees
GOV	United States Government Employees
HUN	Hungarian
ISL	Independent Socialist League
MIS	Miscellaneous
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
UNE	United Nations Employees
UPR	Union of the People for the Establishment of the Republic of Puerto Rico
YUG	Yugoslavian

ENC 1

BASED ON STATISTICAL SUMMARY ON RETOWING AS OF JUNE 15, 1954																																	
(1)	(2)	(3) NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION												(4)*	(5) SEX	(6) CITIZENSHIP STATUS				(7) RACE	(8) SPECIAL SECTION												
	TOTAL	COM	DEM	ISM	NFR	PCA	PML	RUS	SWP	YUG	UPR	HUN	MIS	DC	CS	NY	TX	MALE	FEMALE	NR	NA	AL	UM	WHITE	NEGRO	OTHER	APP	INT	FOR	GOV	UNK	I	
	25,373	25,725	1	202	415	57	1	41	804	24	6	2	115	10,618	6,110	1,180	49	16,250	9,123	19,354	5,314	579	146	22,791	2,325	257	1			36	18	6	
ALBANY	274	240		1				3	1					128	10	21	1	174	100	212	51	6	5	251	21	2							
ALBUQUERQUE	43	43												19	3	3		26	17	34	2	3		41	1	1							
ANCHORAGE	27	24							1					10	7			21	6	22	5			25	2								
ANN ARBOR	14	13			1									6	5			10	4	13	1			10	4								
APACHE JCT	324	312		4					4					194	15	47		200	124	244	75	7		248	40								
ARIZONA	11	11												8	1	3		7	4	11				9	2								
ARLINGTON	633	604				2			24	1				264	21	27	3	411	222	491	131	7	4	595	38								
ATLANTA	255	209		1				2	42					151	14	26	1	174	87	210	34	7	5	219	37								
AUSTIN	82	82												30	15	10		48	24	75	6		1	82									
AUSTIN	52	42												33	11	2		35	17	52				44	8								
BALTIMORE	1529	1348		34	22	16		1	40	7			21	691	50	124	4	1049	480	1047	376	49	17	1244	273	7							
BALTIMORE	145	147							2				6	93	47	16		130	65	157	34	3	1	152	43								
BALTIMORE	684	630		12				1	37	3			1	351	213	41	3	444	214	500	173	9	2	600	83	1							
BALTIMORE	48	43												26	11	4		33	15	42	4	2		43	5								
BALTIMORE	174	170												79	10	16		114	63	154	13	6	6	163	14	2							
BALTIMORE	1341	1244		21		3			40	1			21	687	40	46	4	979	402	935	346	53	7	1164	211	6							
BALTIMORE	14	14												0	7	2		10	6	13	1	2		16									
BALTIMORE	83	83												40	1	16		65	18	71	5	6	1	29	1	53							
BALTIMORE	72	67				1			4					41	1	10		63	10	64	4	3		56	15	1							
BALTIMORE	264	254				7			1					114	10	14	1	184	80	147	42	8	7	227	37								
BALTIMORE	45	44		1										16	10	4		33	12	42	3			42	3								
BALTIMORE	8	8												14	5	1		17	5	20	2			13	9								
BALTIMORE	22	22												14	5	1		17	5	20	2			13	9								
BALTIMORE	4047	3442		34		2		6	122	2			20	1404	1125	99		2245	1742	3014	944	81	10	3403	218	36							
BALTIMORE	30	30												20	14	3		21	6	30				27	3								
BALTIMORE	25	25												14	11	7		18	7	24	1			18	7								
BALTIMORE	124	124				4								55	20			86	42	77	45	4	2	124	3	1							
BALTIMORE	314	289							27					124	117	0	1	223	93	253	40	4		246	16	4							
BALTIMORE	522	442		2					78					175	103	24	2	341	171	441	73	4	2	506	15	1							
BALTIMORE	3	3												3	1			3		3				3									
BALTIMORE	703	703		1	6				25				1	416	301	88		572	256	642	176	10	3	745	71	5							
BALTIMORE	14	14			1				1	3				143	103	32	1	325	180	354	140	8	2	473	40	1							
BALTIMORE	64	64												27	15	6		42	22	52	9	2	1	51	12	1							
BALTIMORE	440	415		1	27	103			20	142	10		1	2304	1771	171	14	4044	2417	4725	1541	171	46	5926	482	75							
BALTIMORE	15	14												5	1			13	2	11	4			12	3								
BALTIMORE	30	28								1				19	11	5		24	11	34	1			31	8								
BALTIMORE	44	44												19	15	3		34	12	44	2			42	4								
BALTIMORE	1144	1164		13	1				41					452	402	43	4	737	427	904	244	11	1	1049	114	1							
BALTIMORE	21	21				1			2					40	14	2	1	63	24	65	23	2	1	86	5								
BALTIMORE	409	385		7					15				2	172	143	33	1	307	102	247	110	10	2	353	56								
BALTIMORE	216	212		2					2					81	63	10		151	46	184	23	4	1	213	2	1							
BALTIMORE	29	25												11	3	4		17	6	23	2	1		21	5								
BALTIMORE	173	164							5					97	61	25		115	44	144	25	3	1	132	41								
BALTIMORE	77	77							2					34	2	8		44	24	73	4			73	4								
BALTIMORE	29	24								1				14	11	4		17	12	24	3	2		24	1								
BALTIMORE	197	194				1			2					84	41	5		114	70	149	35	9	4	182	13	2							
BALTIMORE	2247	2184		10					54				4	1161	807	86	2	1337	430	1464	334	55	8	2014	213	48							
BALTIMORE	274	22			240									221	11	12	1	343	35	375	2	1		323	45	10							
BALTIMORE	4	4												3	4			6	2	8				5	3								
BALTIMORE	472	441							22					297	23	24	2	440	232	594	54	15	5	619	47	6							
BALTIMORE	64	63							3					41	3	4		70	24	74	14			83	13								
BALTIMORE	251	241			1				1				5	110	83	12		144	103	144	57	7	1	220	31								

\* Items do not add to total column but are included in Sections 5, 6 and 7.  
 \*\* 1 YUG carried in FOR of Special Section.

ENC 2

1694



## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (100-358086) (RM)

DATE: 6/24/54

FROM : SAC, KNOXVILLE (100-2359)

SUBJECT: SECURITY INDEX

ReBulet to Albany 6/22/54

Enclosed is alphabetized list of Security Index subjects residing in the Knoxville Division which list was prepared by the Bureau.

The enclosed list has been checked against the Security Index of the Knoxville Division and it has been found that data on this list is correct in all respects.

100-358086-16

UNRECORDED

6-24-54

SECRET

Deputy Attorney General

June 24, 1954

Director, FBI

EMERGENCY DETENTION PROGRAM  
FBI file

Reference is made to the previous correspondence relating to Security Index subjects who are employed by the Federal Government. Serial

Particular reference is made to my letter dated June 17, 1954, which advised of the designation of [redacted] for inclusion in the Security Index and advised of his current state of suspension from employment at the United States [redacted] New York. For your additional information [redacted] was suspended from his Federal employment on March 15, 1954. On approximately April 20, 1954, his wife requested that he be placed on annual leave, retroactive to the date of his suspension, pending the outcome of hearings being afforded to him by the Security Hearing Board, Second Civil Service Regional District, Governor's Island, New York. This request was granted and [redacted] is presently on annual leave.

Any further information received concerning these individuals who are included in the Security Index and who are employed by the Federal Government will be forwarded to you promptly upon receipt.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO :

DATE: June 25, 1954

FROM :

SUBJECT: SECURITY INDEX

*During the past week, 61 cards were added to the Security Index and 26 cards were cancelled, a net increase of 35 cards.*

*The Security Index count as of today is 25,430.*

ACTION:

*None. This is for your information.*

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

AIR TEL  
Transmit the following ~~Teletype~~ message to:

FBI, LOS ANGELES' JUNE 25, 1954 4:00 P.M.  
DIRECTOR, FBI  
SECURITY INDEX, SPECIAL SECTION. REBUAIRTEL APRIL TWENTYSIXTH  
LAST AND MYAIRTEL JUNE EIGHTEENTH LAST. , PERSONNEL,  
INTERNAL REVENUE BUREAU, ADVISED THIS DATE THAT NO FURTHER  
WORD HAS BEEN RECEIVED CONCERNING  
 , VETERANS ADMINISTRATION, WEST LOS ANGELES, ADVISED THIS  
DATE THAT NO FURTHER WORD HAS BEEN RECEIVED CONCERNING  
 .. BOTH SUBJECTS CONTINUE UNDER INDEFINITE  
SUSPENSION. THEY REMAIN ON THE PERSONNEL ROLLS BUT ARE NOT ON THE  
ACTIVE PAYROLL LIST.

## Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (100-358086)

DATE: 7/1/54

FROM : SAC, HOUSTON (100-9018)

SUBJECT: SECURITY INDEX

ReBulet to Albany 6/22/54.

Attached hereto is the list of individuals on the Security Index in the Houston Division. It has been checked against the SI Box and no discrepancies noted.

100 - 358086 - 16

UNRECORDED

July 1, 1954

EMERGENCY DETENTION PROGRAM  
FBI File

By memorandum dated 9/30/53, the Attorney General advised that for budgetary reasons it would not be possible to continue the general review of all Security Index cases. In a reply dated 10/15/53, we advised the Attorney General that it was our opinion that all Security Index cases should be approved by the Department but that if it was the Attorney General's decision to discontinue the general review consideration should be given to reviewing certain special types of cases. The Attorney General in a memorandum dated 11/17/53 advised that the general review had been discontinued but that the Criminal Division would review certain special types of cases including Security Index subjects identified as U. S. Government, United Nations, Foreign Government and Atomic Energy Program employees, certain specifically named individuals prominent in the business and professional fields not presently included in the Security Index and other special types of cases in which unusual or peculiar circumstances exist.

Since 11/17/53, to obtain approvals for the special type cases we have followed the Department by a memorandum to Assistant Attorney General dated 12/15/53 and memoranda to the Attorney General dated 1/7/54, 3/27/54 and 5/1/54. No approvals regarding the names of the Security Index subjects identified under the employment categories named above have been received since the Attorney General's memorandum of 9/30/53 discontinuing the general review. No advice has been received as to whether the names of any of the 32 specifically identified prominent individuals should be added to the Security Index.

During the recent inspection of the Domestic Intelligence Division, the Inspector recommended that the Security Index Unit closely follow the cases not approved by the Department in the special types of employment listed above and the 32 specifically named prominent individuals to obtain Department approval as soon as possible. In the Director's letter to Assistant Director A. H. Belmont dated 6/21/54, commenting on the recent inspection of the Domestic Intelligence Division, the Director stated that additional inquiry should be made as to the progress of the Department of Justice in reviewing and approving the special types of cases mentioned above concerning which

7-1-54

Department approval has not yet been obtained as well as renewing the request to the Department for review of the remaining cases in the Security Index concerning which Departmental approval has not been obtained.

RECOMMENDATION:

If you approve, there is attached a letter to the Attorney General following this matter to obtain approval from the Department regarding the special types of Security Index cases mentioned above.

The letter does not specifically ask the Attorney General to consider reviewing all Security Index cases because we expressed our opinion in that matter in the memorandum to him dated June 1, 1954. The request for the Department to review all Security Index cases will be followed by a memorandum to the Attorney General at a later date.

O.K.  
H.

7-2-54

TOP SECRET

THE ATTORNEY GENERAL

July 2, 1954

Director, FBI

PROGRAM FOR APPREHENSION AND DETENTION  
OF PERSONS CONSIDERED POTENTIALLY  
DANGEROUS TO THE NATIONAL DEFENSE AND  
PUBLIC SAFETY OF THE UNITED STATES  
FBI File

You are referred to previous communications, including my memorandum of June 1, 1954, in which I have urged that the Department proceed with the review of certain cases in connection with the Security Index Program.

Your memorandum of November 17, 1953, <sup>6611</sup> pointed out that for budgetary reasons it would not be possible to conduct a general review of all Security Index. It was stated, however, that the Department could review the special types of cases involving foreign born subjects identified as United States Government, United Nations, Foreign Government and Atomic Energy Program employees as well as certain individuals prominent in the business and professional fields whose names have been furnished to the Department but are not presently included in the Security Index.

I am taking this opportunity to restate my conviction that these cases should be reviewed by the Department at the earliest possible date. As I have pointed out previously, the authorities for the implementation of the program are contained in the laws of the United States. It is the responsibility of the Department to ensure that the program is carried out in accordance with the law. The Department has the resources and the personnel to carry out this program. It is the responsibility of the Department to ensure that the program is carried out in accordance with the law. The Department has the resources and the personnel to carry out this program. It is the responsibility of the Department to ensure that the program is carried out in accordance with the law.



1699

STANDARD FORM NO. 64

Office A

72 • UNITED STATES GOVERNMENT

DATE: July 2, 1954

TO :  
FROM :

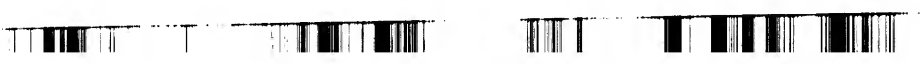
SUBJECT: SECURITY INDEX General

During the past week, 35 cards were added to the Security Index and 17 cards were cancelled, a net increase of 18 cards.

The Security Index count as of today is 25,448.

ACTION:

None. This is for your information.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: July 9, 1954

FROM :

SUBJECT: SECURITY INDEX  
Bufile

The following is a report on the increase in the Security Index since the last count was furnished to you on June 11, 1954.

<u>Week of</u>	<u>New Cards Added</u>	<u>Cards Cancelled</u>	<u>Net Increase</u>
June 12-18	50	21	29
June 19-25	61	26	35
June 26-July 2	35	17	18
July 3-9	34	18	16
	<u>180</u>	<u>82</u>	<u>98</u>

For your information, during the preceding four-week period 219 cards were added and 136 cards were cancelled a net increase of 83 cards.

The Security Index count as of today is 25,464.

ACTION:

This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: July 9, 1954

FROM :

SUBJECT: SECURITY INDEX - CONFIDENTIAL  
PREPARATION OF SUMMARY REPORTSDETAILS:

My memorandum of June 11, 1954, noted that 16 offices exclusive of New York, which is exempted from the project, were still engaged in preparing initial summary reports in Security Index cases. We instructed these offices to submit the status of the program as of June 30, 1954, and to verify by letter on July 14, 1954, the deadline date, that the project has been completed.

The status letters have been received from the above 16 offices and they reveal that as of July 1, 1954, including the reports in dictation, all of the 16 offices had completed at least 95% of the reports. Five of the offices had completed all of the scheduled reports and a sixth office (San Francisco) had finished the program entirely, having actually submitted the reports with no backlog in dictation.

All offices having reports remaining to be prepared as of June 30, 1954, have assured the Bureau that the deadline of July 14, 1954, will be met without fail.

Attached is a tabulation setting out the figures pertaining to the program in the above 16 offices as of July 1, 1954, showing: (1) total number of summary reports scheduled (including Key Facility and Key Figure cases); (2) total submitted as of June 1, 1954; (3) total submitted as of July 1, 1954; (4) total in dictation as of July 1, 1954; (5) total completed, including reports submitted and in dictation and (6) percentage completed, including reports in dictation.

ACTION:

As noted previously, we have already instructed the remaining offices to submit letters on the deadline date of July 14, 1954, to reach the Bureau by July 16, 1954, without fail, verifying the completion of this project. You will be advised promptly upon the receipt of such letters.

STATUS OF SECURITY INDEX  
SUMMARY REPORT PROJECT  
AS OF JULY 1, 1954

(Including Key Facility and Key Figure Cases)

Office	Number Scheduled	Submitted		In Dictation 7-1-54	Total Completed (Submitted and In Dictation)	Percentage
		6-1-54	7-1-54			
Baltimore	335	323	334	1	335	100%
Buffalo	240	226	233	7	240	100%
Chicago	1,532	1,370	1,458	63	1,521	99%
Cincinnati	190	179	180	5	185	98%
Detroit	1,372	1,059	1,254	104	1,358	99%
Houston	72	59	69	1	70	97%
Indianapolis	266	242	264	2	266	100%
Los Angeles	2,510	2,010	2,301	209	2,510	100%
Newark	820	651	703	77	780	95%
New Haven	504	443	480	13	493	98%
Philadelphia	974	745	886	69	955	98%
St. Louis	173	146	160	13	173	100%
San Diego	144	113	134	5	139	97%
San Francisco	2,271	2,191	2,271	0	2,271	100%
Seattle	588	498	544	28	572	97%
Washington Field	250	235	240	5	245	98%

~~ENCLOSURE~~  
ENC

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: 7/6/54

TO :

FROM : Executives Conference

SUBJECT: SUGGESTION NO. 231-54  
 MADE BY SA(A) -  
 NEW YORK OFFICE  
 SECURITY INDEX - FORM FD-186  
 (MEMORANDUM FOR POSTING INFORMATION  
 ON SECURITY INDEX CARD)

THE SUGGESTION:

That Form FD-186 (Memorandum for posting information on Security Index Card) be revised to show the Security Index subject has been personally observed. (Samples attached.)

PRESENT PROCEDURE:

By SAC Letter 54-24 (L) dated 5/11/54, the field was instructed to personally observe their Security Index subjects, if this had not already been done, to aid in the reporting of accurate descriptions and to prevent mistaken identities. In addition, it was further provided that "a notation or memorandum to the effect that the Security Index subject has been personally observed shall appear in the case file of every Security Index subject whose name is presently maintained in the Security Index. In most instances such a notation will already appear in those case files, having been recorded there at the time the Security Index subject was personally observed by the Special Agent to whom the subject was assigned for apprehension purposes."

ADVANTAGES OF THE SUGGESTION:

Domestic Intelligence Division states that the recommended changes in Form FD-186 embody references to the personal observation and provides for necessary modifications to the data previously posted on the Security Index cards. With the proposed amendments, FD-186 may be used to (1) summarize descriptive data derived from all sources, including physical observations, for posting on the reverse side of the Security Index cards at the time they are originally approved and received in the field and (2) to provide for the subsequent amendments in the data carried on the reverse side of the Security Index cards which may be derived from both physical observations and other sources. He believes Form FD-186 can well be utilized for the dual purposes as suggested and notes that two amendments to Form FD-186 have been approved previously but no additional copies of the form have been run since their approval and there are presently 72,350 copies of the form on hand.

Attached for approval are appropriate Manual changes and a letter to the SAC, New York, advising of the adoption of the suggestion. Also attached is an SAC Letter advising of the amendments to be made in Form FD-186 and pointing out the purposes for which it may thus be utilized.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION:

7/6/54

Present at the Executives Conference on July 2, 1954, were Messrs.

The Conference unanimously favored suggestion. There are attached an appropriate letter to New York, an SAC Letter and changes for the Manual of Rules and Regulations. There is also attached a letter to SA(A)

DATE:

TO:

FROM:

SUBJECT:

SAMPLE

FD 186

FILE NO:

Section 87C, <sup>7b(5)</sup>~~87C~~, Manual of Instructions, directed <sup>stht</sup> the description and photograph should be placed on the reverse side of the Security Index Card. In regard to the photograph, the most recent one should be used if there is a choice. A review of the subject's file reflects there is - is not - a photograph of the above-named captioned subject available for placing with the Security Index Card. (If more than one photograph is available, the Agent handling the investigation should indicate the photograph to be used.)

A review of the subject's file also reflects the following to be the most complete and current description of the subject, which description should be placed on the reverse side of the Security Index card at the time it is made up:

(1) Name and Aliases:

(2) Sex:

(3) Race:

(4) Age:

(5) Residence:

(6) Height:

(7) Weight:

(8) Build:

(9) Hair:

(10) Eyes:

(11) Complexion:

CURRENT  
1703 SAMPLE  
FD 186

ENC 1

(12) Scars and Marks:

(13) Peculiarities:

(14) Occupation:

(15) Marital Status:

(16) Immediate Relatives (including the number of minor children):  
~~xxxxxxchildrenxx~~

(17) Nationality:

(18) Country of Birth:

(19) Fingerprint Classification:

(20) FBI or Police Number:

(21) Criminal Record, showing sources:

(22) Social Security Number:

(23) Seamen's Certificate Number:

Check following: where applicable:

Should subject be tabbed for Detcom ( ), Comsab ( ).

( ) The subject is exceedingly dangerous. The following statement should be added to the reverse side of Geographical Card:

Enc 2



STANDARD FORM NO. 64

*Office Memorandum* • UNITED

GOVERNMENT

DATE: 7/14/54

TO : Director, FBI ( )  
FROM : SAC, Philadelphia  
SUBJECT: SECURITY INDEX

Re SAC Letter #100 dated 12/28/50, Series 1950.

The files for all Security Index subjects in the Philadelphia Office were reviewed in the last six months. The residence and employment addresses were verified in all but four cases. In these four cases other offices were requested to verify either employment or residence but have not as yet submitted this information to the Philadelphia Office. It is believed this information will be received within the next few days.

Office Memorandum

UNITED STATES GOVERNMENT

DATE: July 13, 1954

TO :

FROM

SUBJECT: ADMINISTRATIVE HANDLING OF  
 RECOMMENDATIONS FOR THE PREPARATION AND  
 CANCELLATION OF SECURITY INDEX CARDS  
 Bufile

SYNOPSIS:

memoranda of December 30, 1953, and April 8, 1954, discussed steps involved in adding new names to the Security Index, noting that such steps are given close supervision, are in all instances double checked to insure consistent level of judgment, and questionable cases are referred to the Section, to me, to you, or in exceptional instances to the Executives' Conference, as circumstances dictate. With such procedure and including mechanical processes of actual preparation of the cards, the above memorandum of December 30, 1953, noted that a period of 12 days was required from the time the communications recommending subjects for inclusion in or deletion from the Security Index came to the Section until they ultimately clear it, with all action completed, for filing. The above memorandum of April 8, 1954, noted that an analysis of the mail in early April, 1954, had revealed that the time required for processing had dropped to 9 days. It was recommended and approved that this matter be restudied in approximately 90 days. An analysis of all mail in this Section recommending the addition of subjects to and deletion from the Security Index was made in the two-week period extending from June 21, through July 2, 1954, a total of 114 pieces. Such analysis reflected that the mail (FDs-122) recommending new cards required an average of 8.8 days, while mail recommending cancellation of cards required 7.6 days for complete handling. The over-all average, both types of mail, was 8.4 days.

RECOMMENDATION:

That deadline for handling mail, either recommending subjects for Security Index or deleting subjects from Security Index, be set at 9 days.

DETAILS:

Mr. [redacted]'s memorandum of December 30, 1953, pointed out the problem involved in handling certain mail pertaining to the recommendations for inclusion of names in and deletion from our Security Index. It was stated that in order to give the matter of adding names to or deleting names from the Security Index, the close study and attention it must receive, we have established a procedure whereby the recommendations and cancellations are reviewed by at least two supervisors, one of whom reviews all such mail, in order that a consistent level of judgment may be achieved. It was further noted that in questionable cases the current communications and the file come to me, in some instances to you, and in exceptional cases, to the Executive Conference.

The above memorandum set out a resume of mechanical steps entailed in the process of reviewing, approving, and routing of the mail, preparation of the Security Index Card itself and the ultimate return of the mail to the Section for checking and initialing.

It was stated that since such process consumed between two and three weeks, the bulk of such mail would obviously require more than the specified limit of five days from the time it first reached the Section until it was eventually cleared and routed to the file.

It was recommended and approved that a period of 12 work days be allocated for the complete processing of such mail, consisting principally of Bureau Forms FD-122, recommending subjects for the Security Index and communications from the field recommending that the subjects be deleted from the Security Index.

Mr. [redacted]'s memorandum of April 8, 1954, noted that additional supervisors had been received in the Internal Security Section and that substantial reductions had been made possible in the time consumed in the receipt of the forms and letters and their approval for inclusion in or deletion from the Security Index.

A survey conducted in early April, 1954, reflected that the average time required for handling such mail had been reduced to approximately 9 days. It was recommended and approved that a period of 9 days be set for the complete handling of these forms and letters for a period of approximately 90 days.

We have continued to follow this matter closely to determine if the 9-day period may be further reduced. As pointed out in the above memorandum of April 8, 1954, the time required in handling such mail is directly attributable to the separate, but necessary, steps involved in the processing of this mail and it does not appear that any of the steps can or should be eliminated. The mechanical operations in preparing the cards are, of course, fixed and cannot be reduced. The operations within the Section, outlined previously, are based upon our desire to give these recommendations and cancellations close and consistent appraisal.

There are also those difficulties discussed in Mr. [redacted]'s memorandum of December 30, 1953; namely, (1) cases in which the form or letter and the incoming report become detached, necessitating a delay until the two are matched, and (2) the instances in which the file cannot be located expeditiously, it being necessary in these cases, as stated previously, to conduct a thorough review of these cases prior to placing the subjects in or removing them from the Security Index.

During the period June 21, through July 2, 1954, we analyzed each FD-122 placing subjects in Security Index and each communication recommending that subjects be deleted from the Security Index, a total of 114 pieces of mail. In the 76 cases in which persons were being added to the Security Index it was determined that an average of 8.8 days was required for the complete handling of these forms. In 38 cases in which the subjects were being removed an average of 7.6 days was required for each piece of mail. The over-all average was computed at 8.4 days.

We have concentrated on handling these cases as rapidly as possible and the results of our survey make it quite apparent that the 9-day deadline which was set on these cases was a fair estimate of the time it takes to handle them and it is recommended that this 9-day period be continued for handling cases which fall in this category. We will, however, continue to concentrate on handling them as rapidly as possible.

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: July 16, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX

During the past week, 56 cards were added to the Security Index and 24 cards were cancelled, a net increase of 32 cards.

The Security Index count as of today is 25,496.

ACTION:

None. This is for your information.

UNRECORDED

7-20-54

Invoice of Contents from  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D. C.Date July 20, 1954Case References SECURITY INDEX PHOTOGRAPHIC WORKConsigned to: SAC, New YorkList of Contents

7/20/54

Two briefcases

58 JUL 23 1954

F-117-2091

SPECIAL INSTRUCTIONS: Mail Room, place date of shipment and registry number; Shipping Room, show date of shipment, bill of lading number and initial this invoice; then return it to person whose name is checked in column at right. After this checked name has been initialed, invoice should be placed in administrative file.

UNRECORDED

July 8, 1954

PROPOSED CHANGE IN  
SECTION 87C,  
MANUAL OF INSTRUCTIONS

Add as paragraph four of Section 87C, page 30b,  
item 7b(5)(q):

Form FD-186 may also be utilized to record in the appropriate spaces the fact that a Security Index subject has been physically observed, as required under the provisions noted in 87C 6b(1)(j) herein. Any descriptive data developed in observation of the subject should, of course, be noted on the FD-186 for posting on the reverse side of the Security Index card.

1707

Office Memorandum • UNITED STATES GOVERNMENT

TO :

MR. [REDACTED]

DATE: July 15, 1954

FROM :

MR. [REDACTED]

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of June 30, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications increased from 21,521 to 22,278. Delinquent matters decreased from 7,822 to 7,407 with the resultant over-all statistical decrease from 35.8% to 33.2%. The delinquency in security cases in the New York Office increased from 2,192 to 2,207, a continuing percentage of 41%. The number of pending active matters in the 100 classification decreased in the New York Office from 4,067 to 4,040 and the delinquent items in this classification decreased from 1,894 to 1,871 or a continued statistical delinquency of 46%.

The administrative report of Portland and the section of Pittsburgh's administrative report listing delinquent items had not been received at Bureau as of July 15, 1954. The items set forth below relating to these offices are estimates based on their administrative reports for past months. These estimates, as they relate to a relatively small number of items, do not materially affect the over-all statistics of the field.

Letters are being sent to 16 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the July, 1954, administrative reports.

Bufile [REDACTED]

1707



DETAILS:

Since December, 1951, we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The June, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 increased during this month from 21,521 to 22,278. The delinquent items decreased from 7,822 to 7,407 which represents a statistical decrease of from 35.8% to 33.2%.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS CLASSIFICATIONS 65, 100 and 105 /LI FIELD DIVISIONS					
<u>Classification</u>	<u>12-31-51</u>	<u>3-31-54</u>	<u>4-30-54</u>	<u>5-31-54</u>	<u>6-30-54</u>
65	1,314	1,109	1,127	1,163	1,110
100	32,812	21,995	20,764	21,368	21,143
105	<u>2,895</u>	<u>2,721</u>	<u>2,894</u>	<u>3,413</u>	<u>4,125</u>
Total	37,021	25,825	24,785	25,944	26,378

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classifications</u>	<u>12-31-51</u>	<u>3-31-54</u>	<u>4-30-54</u>	<u>5-31-54</u>	<u>6-30-54</u>
<del>65</del>	<del>525</del>	<del>175</del>	<del>156</del>	<del>169</del>	<del>222</del>
100	22,518	5,803	5,962	6,870	6,435
105	<u>1,719</u>	<u>639</u>	<u>523</u>	<u>763</u>	<u>750</u>
Total	24,762	6,617	6,757	7,822	7,407

The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,940	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	5,580	34.3%
11-30-53	19,833	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%
3-31-54	21,848	6,617	30.3%
4-30-54	21,752	6,757	31.6%
5-31-54	21,863	7,822	35.8%
6-30-54	22,278	7,407	33.2%

Status of Security Work in Twelve of the  
Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December, 1951. These offices have approximately 80% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

Office	Security Index Cards 6-15-54	Pending Active Matters		Percentage Delinquent	
		5-31-54	6-30-54	5-31-54	6-30-54
* New York	6,483	5,290	5,417	41%	41%
* Los Angeles	4,057	1,791	1,818	51%	46%
* San Francisco	2,267	1,460	1,544	31%	31%
* Chicago	1,529	1,113	1,128	40%	38%
* Detroit	1,381	910	782	48%	50%
* Philadelphia	1,164	1,024	1,048	40%	34%
* Newark	831	1,157	1,201	38%	44%
* Cleveland	684	495	475	32%	28%
* Seattle	672	377	309	49%	28%
* Boston	633	690	732	35%	27%
Minneapolis	522	394	370	15%	16%
* New Haven	514	429	432	42%	35%
Total	20,737	15,130	15,256		

\* Letters being sent to offices indicated. See page 8 herein.

The over-all statistics for the eleven offices other than the New York Office since July 31, 1952, are as follows:

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delin- quent(65-100-105)</u>
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.8%
2-28-54	10,288	3,021	29.4%
3-31-54	10,188	2,998	29.4%
4-30-54	10,201	3,209	31.5%
5-31-54	9,840	3,920	39.8%
6-30-54	9,839	3,679	37.5%

### New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50% for the first time in 1953 to 47%. This was reduced even further in December to 43% as compared with January, 1953, delinquency of 76% in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43% to 53%.

The June, 1954, administrative report reveals that its security delinquency remained constant during the past month at 41%. The pending active security cases increased in the New York Office from 5,290 for May, 1954, to 5,417 for June, 1954. Delinquent items increased from 2,192 as of May 31, 1954, to 2,207 as of June, 1954.

The New York Office has approximately 24% of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 29% of the number of delinquent items in these classifications throughout the field. The average delinquency in all other offices at the end of June, 1954, was approximately 33%. The New York delinquency remained at 41% as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During June, 1954, the number of pending active matters in the 100 classification in the New York Office decreased from 4,067 to 4,040. The number of delinquent matters in this classification decreased from 1,894 to 1,871 with no statistical decrease from the 47% for April, 1954. (Same as May, 1954)

### Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on June 30, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during June, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	5-31-54	6-30-54	5-31-54	6-30-54
Milwaukee	268	303	35%	37%
Little Rock	28	30	7%	36%
New Orleans	144	145	28%	31%
Cincinnati	342	348	34%	28%
San Diego	276	222	33%	27%
Albany	318	307	30%	25%
St. Louis	289	233	24%	25%
Springfield	128	140	25%	25%
Kansas City	84	95	18%	24%
San Juan	224	178	44%	24%
Washington Field	1,440	1,491	23%	24%
Baltimore	449	452	23%	23%
Denver	149	136	36%	22%
Houston	65	94	30%	21%
Louisville	50	68	8%	21%
Omaha	58	80	24%	20%
Indianapolis	179	182	28%	20%
Portland	104	109	18%	18%
Pittsburgh	360	327	28%	18%
Birmingham	33	35	20%	20%
Salt Lake City	43	48	14%	19%
Anchorage	35	35	14%	17%
Savannah	32	29	17%	17%
Charlotte	71	65	29%	16%
Honolulu	42	43	0%	16%
Miami	195	210	29%	16%
Phoenix	73	88	18%	16%
Knoxville	34	33	38%	15%
San Antonio	49	68	13%	15%
Albuquerque	81	80	17%	14%
Buffalo	534	740	14%	14%
Memphis	46	49	24%	14%
Norfolk	48	47	29%	14%
Butte	43	56	14%	13%
Dallas	88	99	22%	12%
Mobile	45	59	9%	10%
Oklahoma City	86	66	28%	9%
Atlanta	69	72	30%	7%
Richmond	86	95	29%	7%
El Paso	45	45	4%	4%
Total	6,733	7,022		

The administrative report of Portland and the section of the Pittsburgh administrative report listing delinquent items had not been received at the Bureau as of July 15, 1954. The items set forth above relating to these offices are estimates based on their administrative reports for past months. These estimates, as they relate to a relatively small number of items, do not materially affect the over-all statistics of the field.

\* Letters sent to offices indicated regarding delinquent status. See page 8 herein.

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports.

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
10-31-52	6,126	1,279	20.8%
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.6%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,290	1,301	24.6%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	6,079	1,431	23.5%
4-30-54	6,174	1,327	21.5%
5-31-54	6,733	1,710	25.4%
6-30-54	7,022	1,522	21.6%

#### Letters to the Field

As noted previously, we are sending letters to 16 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. Letters are being directed to the offices indicated by asterisks on pages four and seven herein. It will be noted that the security delinquency of those offices for the month of June, 1954, appears in the extreme right hand column of the two lists on pages four and seven.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: June 25, 1954

FROM :

SUBJECT: SECURITY INDEX - FD-186  
SUGGESTION #231-54

Form FD-186, sample attached, has been provided for the purpose of compiling information to be posted on Security Index cards. This Form may be filled in by the Agent handling the case by legible handprinting and forwarded to the clerical employee designated to post this information on the Security Index card. After the Security Index card has been prepared or amended at the Bureau and forwarded to the field, and after the information appearing on the FD-186 has been posted on the geographical Security Index card, this Form is filed in the investigative case file of the subject.

By SAC Letter 54-24 (L) dated May 11, 1954, the field was instructed to personally observe their Security Index subjects, if they had not already been done, (to aid in the reporting of accurate descriptions and to prevent mistaken identities. In addition, it was further provided that "a notation or memorandum to the effect that the Security Index subject has been personally observed shall appear in the case file of every Security Index subject whose name is presently maintained in the Security Index. In most instances such a notation will already appear in those case files, having been recorded there at the time the Security Index subject was personally observed by the Special Agent to whom the subject was assigned for apprehension purposes."

It has been suggested by SA(A) of the New York Office that Form FD-186 be amended in order that it might be utilized to record the fact of such personal observation in addition to the purpose for which it is presently utilized as specified above since, in many instances, the physical descriptions of Security Index subjects will be modified and complemented as a result of the personal observations by the Agents. The recommended changes in the Form FD-186 embody references to the personal observation and provides for necessary modifications to the data previously posted on the Security Index cards. That is to say, with the proposed amendments, FD-186 may be used to (1) summarize



descriptive data derived from all sources, including physical observations, for posting on the reverse side of the Security Index cards at the time they are originally approved and received in the field and (2) to provide for the subsequent amendments in the data carried on the reverse side of the Security Index cards which may be derived from both physical observations and from other sources.

The Internal Security Section believes that Form FD-186 can well be utilized for the dual purposes as suggested by the New York Office as indicated above. There is attached hereto a sample Form FD-186 embodying suggestions made by the New York Office together with the results of analysis by the Internal Security Section. It should be noted that two amendments to Form FD-186 have been approved previously but no additional copies of the Form have been run since their approval. These amendments include the reference to Section 87C of the Manual of Instructions in paragraph 1, from "3b (4)" to "3b (5)" and on page 2 of the Form at the bottom of the page the addition of the words "where applicable" and the final entry pertaining to dangerous subjects. There are presently 72,350 copies of Form FD-186 on hand.

RECOMMENDATIONS:

1. That this memorandum and attachments be forwarded to the Training and Inspection Division to indicate that the Internal Security Section approves the suggestion of the New York Office that FD-186 be amended as indicated above.

2. That Form FD-186 be amended in content pursuant to the attached sample.

3. That if the foregoing recommendations meet with approval, the attached letter be transmitted to the New York Office.

4. That if the foregoing recommendations are approved, the attached SAC Letter be transmitted to the field advising of the amendments to be made in FD-186 and pointing out the purposes for which it may thus be utilized.

5. Subject to approval of the foregoing, that Section 87C of the Manual of Instructions be amended pursuant to the attached proposed changes.

(Typed June 28, 1954)

PERSONAL ATTENTION  
STRICTLY CONFIDENTIAL

Letter To All Special Agents in Charge:

Re: SECURITY INDEX - FD-186

Dear Sir:

SAC Letter 54-24 (L) dated May 11, 1954, requires that all Security Index subjects must be personally observed in order to aid in the reporting of accurate descriptions and to prevent mistaken identities. It is further provided that a notation or memorandum to the effect that the Security Index subjects have been personally observed shall appear in the case files of all Security Index subjects whose names are presently maintained in the Security Index. In most instances, such notations will already appear in those case files, having been received there at the time the Security Index subjects were personally observed by the Special Agents to whom the subjects were assigned for apprehension purposes. Many Security Index subjects have also been observed during direct or pretext interviews, surveillances and on other occasions.

Your attention is directed to Section 593 of the manual of instructions, Vol. 1 (7), which notes that Form FD-186 has been provided for the purpose of compiling information to be posted on Security Index cards. It was stated that this Form can be filled in by the Agent handling the case by legible handprinting and forwarded to the clerical employee designated to post this information on the reverse side of the Security Index card. After the Security Index card has been prepared at the Bureau and submitted to the field, and the information appearing on the FD-186 has been posted on the reverse side of the geographical Security Index card, this Form is filed in

Manual changes have been prepared

WGO:mjt

6/28/54

the investigative case file of the subject.

As a result of suggestion from the field, Form FI-158 is being amended to provide for the recording of the physical observation of Security Index subjects, pursuant to the instructions in the above SAC Letter. The amended Form will also provide for the posting of any additional descriptive data developed as a result of the personal observation of Security Index subjects.


Attached hereto is one copy of the revised Form FI-158 which should be placed in the FBI Form Book maintained by your office. Form FI-158 in its present form should be used until your supply is exhausted.

Appropriate Manual changes will be forwarded to your office at a later date.

Very truly yours,

John Edgar Hoover  
Director

ENC - 2 -



UNRECORDED  
7-16-54

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: 7/16/54

TO :

FROM : Executives Conference

SUBJECT: WAR PLANS

*See I 11*  
Present at Executives Conference 7/12/54 were  
Messrs.



1709

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: July 23, 1954

FROM :

SUBJECT: SECURITY INDEX - J. 1-111

During the past week, 38 cards were added to the Security Index and 17 cards were cancelled, a net increase of 21 cards.

The Security Index count as of today is 25,517.

ACTION:

None. This is for your information.

Office Memorandum • UNIT

GOVERNMENT

DATE: July 21, 1954

TO :

FROM :

SUBJECT: ~~SECURITY INDEX~~  
~~PREPARATION OF SUMMARY REPORTS~~  
 FBI File

DETAILS:

My memorandum of July 9, 1954, noted that only ten offices were still engaged in the preparation of summary reports having prepared as of July 1, 1954, at least 95 per cent of the summaries in all instances. These offices were Chicago, Cincinnati, Detroit, Houston, Newark, New Haven, Philadelphia, San Diego, Seattle, and Washington Field. It was further stated that these offices were under instructions to submit on July 14, 1954, the deadline for the completion of the project to verify that the program had been completed.

We are now in receipt of such letters which indicate that the Summary Report Program has been completed with the one exception noted in the next paragraph. In a few of the offices some of the reports have not actually been submitted to the Bureau but are in dictation and the Agents thus released for other assignments.

The Newark Office has noted that there remains one case in which the summary report has not been completed, the case involving Phil Levy, the subject of an Internal Security - R investigation. A multiple volume file (22 volumes at the Bureau), Bufile 100-100000. A review of this file reveals that prior to preparation of the report, Newark has been required to obtain characterizations of a number of espionage subjects from the New York Office. This matter is being followed closely and a report is expected in this case in the near future.

ACTION:

None. This is for your information.

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

DATE: 7/26/54

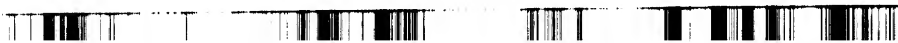
TO :

FROM :

SUBJECT: SECURITY INDEX CARD STATISTICS

There are attached two copies of a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "Special Lists." A key to the abbreviations is also included.

These statistics are based on Statistical Section records as of July 15, 1954.



(1) CITY	(2) TOTAL	(3) NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION										(5) SEX MALE FEMALE	(6) CITIZENSHIP STATUS				(7) RACE			(8) SPECIAL SECTION				
		COM	ISM	ISL	SPR	PPA	REL	AMS	SNP	YUS	UPR		NR	NA	MA	PH	WHITE	NEGRO	OTHER	1	2	3	4	5
	25,497	25,928	1	202	418	57	1	42	803	24	6	2	19,426	5,335	578	148	22,908	2,325	256					
ALBANY	282	274						3	1			177	21	50	6	6	257	21	2					
ALBUQUERQUE	42	42										25	37	2	3		40	1	1					
ALBUQUERQUE	27	26							1			21	22	5			25	2						
ALBUQUERQUE	13	12			1							0	12	1			9	4						
BALTIMORE	331	311		4						4		102	240	75	7		289	42						
BIRMINGHAM	11	11										7	11				9	2						
BIRMINGHAM	642	613			2				26	1		110	408	135	5	4	602	40						
BIRMINGHAM	258	210		3				2	43			174	211	34	7	4	221	37						
BIRMINGHAM	80	80										47	73	6		1	80							
BIRMINGHAM	51	51										34	51				43	8						
CHICAGO	1534	1375		32	22	16		1	60	7		252	1091	376	40	18	1251	276	7					
CINCINNATI	194	185							2			120	156	34	3	1	151	43						
CLEVELAND	645	631		12				1	37	3		667	501	173	6	2	602	82	1					
DALLAS	47	47										32	41	4	2		43	4						
DENVER	170	170										115	155	13	6	5	163	14	2					
DETROIT	1374	1246		20		3			77	1		2372	934	381	42	7	1156	212	6					
EL PASO	16	16										10	13	1	2		16							
EL PASO	83	83										65	71	5	6	1	29	1	53					
EL PASO	71	66				1			4			82	63	5	3		55	15	1					
INDIANAPOLIS	260	241				7				1		184	191	63	4	7	231	36						
KANSAS CITY	43	42		1								32	40	3			40	3						
KANSAS CITY	20	20										17	18	2			13	7						
KANSAS CITY	4040	3842		35		2			4	123	2	2287	3004	951	82	10	3797	216	36					
KANSAS CITY	30	30										21	30				27	3						
MEMPHIS	24	24										19	25	1			19	7						
MEMPHIS	127	123										85	74	43	4	2	123	3	1					
MEMPHIS	314	280							27			221	253	49	4		297	15	4					
MEMPHIS	528	444		2					80			382	445	73	6	2	510	15	1					
MEMPHIS	4	4										4	4				1	3						
NEWARK	841	800		4	7				24		1	877	648	180	10	3	765	71	5					
NEW HAVEN	420	515			1			1	3			324	350	151	8	2	480	30	1					
NEW ORLEANS	64	66										43	46	0	2	1	43	12	1					
NEW YORK	6542	4234		1	30	104			21	141	10	1813	4783	1548	173	40	6003	484	75					
NEW YORK	15	15										13	11	4			12	3						
OKLAHOMA CITY	38	37										27	37	1			30	8						
OKLAHOMA CITY	44	44										34	44	2			42	4						
PHILADELPHIA	1162	1103		19	1				42			735	907	243	11	1	1049	112	1					
PHILADELPHIA	91	98				1			2			63	65	23	2	1	86	5						
PHILADELPHIA	400	385		7					15			304	287	110	10	2	344	55						
PHILADELPHIA	217	213		2					2			141	190	22	4	1	214	2	1					
PHILADELPHIA	26	25										17	23	2	1		21	5						
PHILADELPHIA	173	168							5			115	144	25	3		132	41						
PHILADELPHIA	76	74										48	73	3			71	5						
PHILADELPHIA	29	28								1		17	24	3	2		28	1						
SAN ANTONIO	198	195							2			118	141	35	0		142	14	2					
SAN DIEGO	2274	2197		10					5	42		1323	1873	358	46		2074	208	40					
SAN FRANCISCO	380	369			281							345	377	2	1		325	40	9					
SAN JUAN	8	8										4	4				5	3						
SPRINGFIELD	472	462							21			437	400	43	15	4	619	47	6					
SPRINGFIELD	95	92										60	77	18			82	13						
WASHINGTON	251	241			1					3	1	147	145	48	7	1	220	31						

\* Items do not add to total column but are included in Sections 3, 6, 8 and 7.  
 \*\* 2 TUS carried in PCL of Special Section.

ENC1

1711



KEY TO ABBREVIATIONS USED IN SECURITY INDEX

AL	Alien
CS	Comsab
DC	Detcom
KF	Key Figure
NA	Naturalized
NB	Native Born
TF	Top Functionary
UN	Unknown

AEP	Atomic Energy Program Employees
BUL	Bulgarian
COM	Communist Party, USA
ESP	Espionage subjects
FGE	Foreign Government Employees
GOV	United States Government Employees
HUN	Hungarian
ISL	Independent Socialist League
MIS	Miscellaneous
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RUS	Russian
RWL	Revolutionary Workers' League
SWP	Socialist Workers' Party
UNE	United Nations Employees
UPR	Union of the People for the Establishment of the Republic of Puerto Rico
YUG	Yugoslavian

ENC 2

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
-----

To: COMMUNICATIONS SECTION. JULY 26, 1954

URGENT

Transmit the following message to: SAC, NEW YORK

SECURITY INDEX, SABOTAGE MATTERS. SUTEL FOLLOWING  
STATISTICS TO REACH BUREAU WITHOUT FAIL BY JULY TWENTYNINE  
NEXT COLON ONE, TOTAL NUMBER OF SECURITY INDEX SUBJECTS  
RESIDING OR WORKING IN METROPOLITAN AREA NEW YORK CITY,  
TWO, TOTAL NUMBER OF THOSE SUBJECTS TABLED COMSAB, THREE,  
TOTAL NUMBER OF SABOTAGE OR POSSIBLE SABOTAGE COMPLAINTS  
RECEIVED BY YOU DURING THE FISCAL YEAR NINETEEN FIFTYFOUR  
WHERE ALLEGED SABOTAGE OCCURRED IN METROPOLITAN AREA OF  
NEW YORK CITY, INCLUDING A SEPARATE FIGURE FOR NUMBER OF  
FEDERAL TRAIN WRECK STATUTE CASES REPORTED WITHIN  
METROPOLITAN AREA.

HOOVER

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
-----

To: COMMUNICATIONS SECTION. JULY 26, 1954

URGENT

Transmit the following message to: SAC, CHICAGO

SECURITY INDEX, SABOTAGE MATTERS. SUTEL FOLLOWING  
STATISTICS TO REACH BUREAU WITHOUT FAIL BY JULY TWENTYNINE  
NEXT COLON ONE, TOTAL NUMBER OF SECURITY INDEX SUBJECTS  
RESIDING OR WORKING IN METROPOLITAN AREA CHICAGO, ILLINOIS,  
TWO, TOTAL NUMBER OF THOSE SUBJECTS TABBED COMSAB, THREE,  
TOTAL NUMBER OF SABOTAGE OR POSSIBLE SABOTAGE COMPLAINTS  
RECEIVED BY YOU DURING THE FISCAL YEAR NINETEEN FIFTYFOUR  
WHERE ALLEGED SABOTAGE OCCURRED IN METROPOLITAN AREA OF  
CHICAGO, ILLINOIS, INCLUDING A SEPARATE FIGURE FOR NUMBER  
OF FEDERAL TRAIN WRECK STATUTE CASES REPORTED WITHIN  
METROPOLITAN AREA.

HOOVER

1714

SAC, Richmond

July 21, 1954

Director, FBI

PERSONAL AND CONFIDENTIAL  
REGISTERED MAIL  
SPECIAL DELIVERY  
RETURN RECEIPT REQUESTED

SECURITY INDEX General

You were also advised that a copy of the Security Index list would be forwarded and maintained by your office.

Enclosed herewith is a sealed package containing the Security Index list prepared as of July 15, 1954, containing the names of all subjects carried in the general and Special Sections of the Security Index.

This package should be maintained in a sealed condition in your office safe and should be given utmost security. Up-to-date lists will be furnished to you periodically at which time appropriate instructions will be issued as to the manner of disposing of the lists transmitted previously to your office.

The Bureau should be advised of your receipt of the attached list.

1715  
Assistant Attorney General  
William F. Tompkins

July 20, 1954

Director, FBI

SECURITY INDEX LIST - 100-100000

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:  
Foreign Government Employees  
United Nations Employees  
Pro-Tito Yugoslavs  
U. S. Government Employees  
Atomic Energy Program Employees

July 28, 1954

SAC, New York

PERSONAL ATTENTION

Director, FBI

SECURITY INDEX - GEOGRAPHICAL SECTION

Enclosed herewith are two copies of Bulet to Cleveland, dated July 27, 1954, which should be read in conjunction with this letter.

The Bureau has given careful study to urlet of July 8, 1954, and desires to make the following observations.

With regard to your suggestion in paragraph six, because of the heavy volume of forms involved in connection with the Security Index, it is not practicable to use other than white cards.

Your proposal to note both the precinct numbers of a subject's residence and employment on each set of geographical cards appears to be a desirable procedure. This matter is incorporated into Bulet to Cleveland, noted previously herein.

Urlet sets out two basic plans for consideration, utilizing a second set of geographical cards to be filed by precincts and governed by the employment of the Security Index subjects.

Suggested Plan Number One

Under your proposed plan number one, discussed on page two of Bulet to Cleveland, the geographical-employment cards will be filed by precincts. It is suggested that at the time the cards are prepared, the following information be recorded in a separate file for all subjects in a particular precinct and the cards for all subjects in

are employed in that precinct will be given to the supervising Agent or Agents for that precinct. In making assignments to the apprehension teams, the supervisory Agents would give out to these teams only the residence address cards and retain all of the employment address cards.

If the apprehensions are initiated before 7:00 a.m., you would arrest first those subjects employed outside the given precincts; remaining subjects would be apprehended later.

If the apprehensions begin after 7:00 a.m., the subjects who may be expected to be found at home would be arrested first, with those employed outside the particular precincts to be apprehended later.

In conclusion, you note that "It is therefore felt that considerable manpower and time would be wasted if the apprehension teams were to be ordered to apprehend Security Index subjects employed outside the area after the 7:00 a.m., deadline. It is further felt that if the manpower is concentrated on arresting the SI subjects who may be expected to be at home at such times, this phase of the program can be completed within a reasonable period of time and the manpower redeployed to precincts where it is most needed for apprehensions at employment addresses."

#### Suggested Plan Number Two

Your second plan calls for an election of one of the two sets of geographical cards, depending upon the hour the program is initiated. If the arrests commence between the hours of 3:00 a.m., and 5:00 p.m., the geographical-employment cards would serve as the basis for your operations; otherwise the geographical-residence cards would be utilized.

#### Observations

The basic feature of your first plan lies in the fact that regardless of the time of day the arrests are initiated, the residences of your subjects would serve as

the focal point of your operations. With that in mind, the geographical-employment cards simply serve as auxiliary aids in coordinating the arrests. This fact is recognized in urlet on pages two and three wherein the employment cards are referred to as simply supplementary. The sole advantage of the additional set of Security Index cards is stated succinctly in urlet on page two, paragraph two: "The advantage of an employment address card is that it would furnish the apprehension team in the process of employment to have all of the descriptive information plus a photograph of the subject on hand. The time spent in relaying the information would thus be saved."

The question thus raised is as to the desirability of preparing and maintaining a complete third set of cards, including affixing descriptive data and photographs on a continuing basis. Basically, such suggested plan is identical with that to be followed by other Bureau offices (excepting Cleveland and Los Angeles) since the arrests are predicated initially upon the residence addresses.

Your first plan, it is believed, fails to take into consideration the fact that your geographical-employment cards will actually be filed according to residence in those instances the subjects have no outside employment. As developed more fully in the attached letter to Cleveland, your geographical-employment section will be identical in content with the geographical-residence section. The cards of unemployed persons will, of course, be filed under the identical precinct number in both instances. Thus, by use of the residence cards during the day-time hours (i.e., after 7:00 a.m.) and "concentrating" on those expected to be found at home, you are not availing yourself of the advantage gained in basing such arrests on the employment cards and at the same time being in a position to make apprehensions at places of employment.

In other words, the chief advantage of the geographical-employment cards lies in the fact that they permit arrests at residence and employment simultaneously during the logical regular hours.



It is felt that through their use more simultaneous arrests may be accomplished and more subjects apprehended during the difficult working hours in the least possible time.

Conclusions:

The Bureau has noted carefully your comments with respect to the allocation of manpower discussed on page seven of urlet. The situation you mention in paragraph three is not unique to New York City. In fact, the Bureau's decision to authorize the second geographical cards was predicated on the prevalence of this condition in most large industrial centers. That is to say, the very fact that subjects work in precincts other than those in which they reside led to the conclusion that greater mobility was required if arrests should be initiated during working hours. If the Security Index card shows clearly that an individual may be found at a particular location during working hours, it seems reasonable for us to gear our plans accordingly.

Based on the foregoing comments and analysis, the Bureau feels that your second plan is preferable and you are authorized to utilize it under the conditions set out in the attached letter to Cleveland. You should begin at this time to draft the necessary amendments to your Emergency Detention Program survey for submission to the Bureau immediately upon receipt of the third set of geographical cards. Such amendments should incorporate the elements of your second plan, together with such modifications as are required in the light of the comments herein and in the attached letter to Cleveland.

It is observed that urlet of July 6, 1954, indicates that much thought has been given this matter by your office. Although the Bureau has not agreed with certain of your conclusions, urlet sets out lucidly the circumstances as they exist in your Division and contains several observations of assistance to the Bureau in following this program in the field.

UNRECORDED

July 28, 1954

SAC, Cleveland (

Director, FBI (

PERSONAL ATTENTION

SECURITY INDEX - Geographical Employment

This letter concerns the utilization of a third set of security index cards in the field to be filed geographically by employment, pursuant to the provisions of SAC Letter 64-24 (4) of July 11, 1954.

The Los Angeles Office has previously been authorized to prepare and utilize a third set of security index cards for filing geographically by employment. Your office and the New York Office have requested such authorization in accordance with the above SAC Letter, and have submitted in some detail the planning necessary to the incision of a geographical-employment set of security index cards.

The Bureau recognizes that certain of the mechanics involved in implementing this Program must necessarily depend upon situations which prevail within the various divisions. That is to say, a course of action adopted to the Los Angeles area might not be applicable to the New York Division because of such factors as (1) size of the metropolitan area; (2) number of security index subjects; (3) concentration of population and (4) location of industrial centers with relation to predominantly residential areas.

To the extent possible, however, it appears desirable to standardize procedure in your offices in order that the same may be followed at the Bureau in connection with the processing of the information pertaining to the incision program.

From an analysis of Cleveland letter of June 18, 1954, Los Angeles letter of July 6, 1954, and New York letter of July 8, 1954, the Bureau desires to offer the following observations which are applicable to your three offices as a group and your planning with regard to the geographical-employment may be predicated accordingly:

(1) The third set of Security Index cards must be complete - i.e., a third card for each and every Security Index subject.

(2) Geographical-residence and geographical-employment cards should be marked thereon with the precinct designation for each location. That is, both geographical cards should be marked to clearly reflect the precinct of both the residence and employment to facilitate reassignment of the apprehensions once they have been initiated.

(3) Coordinating Agents assigned to specific zones should have available to them the geographical-residence and/or geographical-employment cards of the subjects residing and/or employed within the particular zones.

(4) One of the two sets of geographical cards must be used as the basis to initiate the arrests - i.e., an election must be made, dependent upon the time of day and region, to place in effect, with planning perfected to permit transition to the other set of geographical cards. Unless such election is made the expected benefit from a second geographical card is obviated. That is to say, unless the apprehensions are launched during working hours the geographical-employment cards do not serve the intended purpose.

With regard to item (1) above, it is noted that the Security Index subjects in your three offices total approximately 400 of each subject in the entire field. For that reason, the Bureau feels that sufficient clerical time would be saved to justify the maintenance of the cards in the form of the cards and for your offices. Further, this decision will involve the reproduction of one entire set of cards

for the Cleveland and New York Offices to be run off at a fixed date. From such date forward, three cards will also be transmitted with each change occasioned by FD's 122 and FD's 128 making your two offices origin in individual cases.

Los Angeles, as noted above, maintains a third complete set of Security Index cards prepared within the Los Angeles Office. Since considerable clerical time would be consumed in transposing the descriptive data and the photographs to a new set of mechanically produced cards, the Bureau will not prepare a complete third set of cards for Los Angeles. Instead, from the fixed date, three cards will be forwarded to Los Angeles with each change based on FD's 122 and FD's 128, as noted in the preceding paragraph.

Your offices will be advised in the near future of the date fixed for the preparation of the cards and subsequent procedure, outlined above.

For your information the FD's 122 and 128 pertaining to subjects in your offices will be processed separately at the Bureau with regard to the mechanical production of your cards.

As noted above, the adoption of the geographical-employment procedure requires a complete third set of Security Index cards for your divisions. This means that there will be a third card for each of your subjects carried in the Special or Unavailable Sections. In these cases, of course, no card will be maintained in either of your geographical breakdowns. In the interest of uniformity, the following practice should be followed with respect to Special Section and Unavailable Section subjects: with one card to be filed in the alphabetical section, the remaining two cards should be stapled together and filed in the appropriate section. Thus, in the case of a Federal employee, one card would, of course, be filed in the alphabetical section while the remaining two would be stapled together and filed under the "Government" tab in the Special Section.

Cleveland and New York will be required, of course, to affix manually the appropriate descriptive data and photographs on the reverse side of the geographical-employment cards upon their receipt.

Necessary modifications of your Surveys should be submitted immediately upon receipt of the third set of Security Index cards by the Cleveland and New York Offices.

Cleveland is advised that the planning in this matter as set out in Cleveland letter of June 18, 1954, appears satisfactory. With the foregoing observations herein and in Bufile of June 9, 1954, such plans should be incorporated into your plans for submission as indicated in the preceding paragraph.

A separate letter is being directed to New York discussing various aspects of the planning in this matter contained in New York letter of July 8, 1954.

Los Angeles is advised that there is no objection to filing geographical-employment behind guide cards for Key Facilities suggested in Los Angeles letter of July 1, 1954. It is understood, of course, that such guide cards will themselves be filed under appropriate precinct or zone headings.

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: July 30, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX - 11-2-1

During the past week, 47 cards were added to the Security Index and 26 cards were cancelled, a net increase of 21 cards.

The Security Index count as of today is 25,538.

ACTION:

None. This is for your information.



*DEAL*

(U) <sup>0</sup> SECURITY INDEX - FD-186 - FBI FORM BOOK -- SAC Letter 54-24(L) dated May 11, 1954, requires that all Security Index subjects must be personally observed in order to aid in the reporting of accurate descriptions and to prevent mistaken identities. It is further provided that a notation or memorandum to the effect that the Security Index subjects have been personally observed shall appear in the case files of all Security Index subjects whose names are presently maintained in the Security Index. In most instances, such notations will already appear in those case files, having been recorded there at the time the Security Index subjects were personally observed by the Special Agents to whom the subjects were assigned for apprehension purposes. Many Security Index subjects have also been observed during direct or pretext interviews, surveillances and on other occasions.

Your attention is directed to Section 87C of the Manual of Instructions, 7b(5)(q), which notes that Form FD-186 has been provided for the purposes of compiling information to be posted on Security Index cards. It was stated that this Form can be filled in by the Agent handling the case by legible hand printing and forwarded to the clerical employee designated to post this information on the reverse side of the Security Index card. After the Security Index card has been prepared at the Bureau and submitted to the field, and the information appearing on the FD-186 has been posted on the reverse side of the geographical Security Index card, this Form is filed in the investigative case file of the subject.

As a result of a suggestion from the field, Form FD-186 is being amended to provide for the recording of the physical observation of Security Index subjects, pursuant to the instructions in the above SAC Letter. The amended Form will also provide for the posting of any additional descriptive data developed as a result of the personal observation of Security Index subjects.

Attached hereto is one copy of the revised Form FD-186 which should be placed in the FBI Form Book maintained by your office. Form FD-186 in its present form should be used until your supply is exhausted.

Appropriate Manual changes will be forwarded to your office at a later date.



1110  
changed to  
41-47

STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 7-28-54

FROM : *W. J. Donovan*

PERSONAL AND CONFIDENTIAL

SUBJECT: SECURITY INDEX

ReBulet July 21, 1954 as captioned and Bureau letter July 20, 1954 captioned, "BUREAU WAR PLANS - RECORDS DEPOSITORY."

This is to advise that the Security Index list prepared as of July 15, 1954 has been received and is being maintained in this office in accordance with your instructions.



## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: July 26, 1954

FROM :

SUBJECT: SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS  
FBI File

SYNOPSIS:

Summary Report Program instituted by SAC Letter 53-48 of July 14, 1953, instructing the field, with the exception of New York, to complete the summary reports in all Security Index cases in one year - July 14, 1954. Program completed by deadline date with exception of one involved case in Newark as reflected in my memorandum of July 21, 1954. During past year project followed closely in Bureau to insure necessary planning by field to maintain continuous production of reports. Program reanalyzed in early February, 1954, at which time Director reiterated necessity of completion of the reports by the deadline date in order that Agents might be released to other assignments. In periodical status letters, field kept Bureau advised of progress and noted from time to time problems encountered and resolved including assignment of Agents, stenographic backlogs and the other fixed commitments of the offices in the security field. Even though this project by the very number of cases involved has represented an imposing task in a number of offices, the reports have continued to conform to existing Bureau requirements as to organization, content and accuracy. When considered in light of other commitments and accomplishments in security field, it is felt that on an overall basis the field has done excellent work in completing these reports by the appointed time. In ten of the offices concerted efforts by Agents, clerks and stenographers were manifested in order that the project might be completed. In selecting these offices we considered their commitments in the way of total number of reports to prepare, the resolution of specific problems encountered in the course of the Program, and their responsibilities and accomplishments in other phases of security work during the pertinent period. We are recommending that the following ten offices be commended in line with the foregoing: Chicago, Detroit, Los Angeles, Newark, New Haven, Philadelphia, St. Louis, San Diego, San Francisco and Seattle.

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In addition, we are recommending letters of commendation for specific individuals named in attached letters from Los Angeles and Philadelphia of July 19 and July 14, 1954, respectively.

RECOMMENDATIONS:

10 (1) That letters of commendation be directed to the Special Agents in Charge of the foregoing offices and through him to the clerical, stenographic and agent personnel who were instrumental in the successful completion of the Summary Report Program in those offices.

*J. M. C.*  
8/2

3 (2) That individual letters of commendation be directed to Miss [redacted], and Special Agent [redacted] of the Los Angeles Office pursuant to the recommendation of the SAC in the attached letter from that office of July 19, 1954.

*J. M. C.*  
8/2

(3) That a letter of commendation be directed to Miss [redacted], the supervisory stenographer of the Philadelphia Office who, according to the attached letter from the Philadelphia Office of July 14, 1954, exhibited an excellent attitude and contributed many extra duty hours in work related to this program.

*J. M. C.*  
8/2

(4) That, if you approve the foregoing, this memorandum and attachments be referred to the Administrative Division for appropriate action.

2 (FJB:nn) (5) That Special Agents [redacted] and [redacted] also be commended for the vigorous and intensive supervision of this matter which contributed materially to sustaining the momentum which brought this program to a satisfactory conclusion.

DETAILS:

My memorandum of July 21, 1954, noted that the Summary Report Program has been completed in the field with the exception of one involved case in the Newark Office which is being prepared and will be submitted in the near future.

This Program was reinstituted by SAC Letter 53-48 of July 14, 1953, instructing the field, with the exception of New York, to complete the summary reports in all Security Index cases in one year - July 14, 1954. Considering the size of the Security Index, the completion of the project represented an imposing task for a number of the offices which we followed by requiring periodical status letters indicating the progress in producing these reports.

The Summary Report Program was reanalyzed in early February, 1954, at which time all the factors involved were considered. The question involved was, of course, whether the vast amount of time consumed in preparing summary reports was justified in light of the other pressing responsibilities of the Bureau. On memorandum of February 10, 1954, the Director in commenting on the Program noted, "If it can be completed by July 14, 1954, I will allow it to be continued."

In the latter phase of the project we followed the field closely to insure that appropriate planning had been made with regard to production, necessary assignment of Agents and the resolutions of stenographic problems as they arose. The field made note of various difficulties encountered along these lines which were brought to your attention in our series of memoranda dealing with the progress of this Program.

Considering the other fixed responsibilities of the field in security work and the sheer volume of reports to be prepared, we feel that the field has on an over-all basis done an excellent job in preparing these reports. In many instances the reports involved extended file reviews and the analysis of the voluminous data. Processing of the reports at the Bureau has revealed that they have continued to maintain the same standard of excellence required in our security reports with regard to organization, content and accuracy.

In following this program to its conclusion, we have observed that ten offices have evidenced unusual resourcefulness and industry and are, we feel, deserving of commendation. The completion of the Program by these offices, without exception,

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necessitated considerable voluntary overtime, placed unusual demands upon their stenographic and clerical personnel and involved teamwork on the part of all personnel. We also took into consideration other demands upon the manpower of those offices during the period these reports were being prepared.

Set out hereinafter are data relating to the following offices which are being recommended for commendation: Chicago, Detroit, Los Angeles, Newark, New Haven, Philadelphia, St. Louis, San Diego, San Francisco and Seattle.

~~-----~~ In addition, we are recommending individual letters of commendation for those employees named in the attached letters from Los Angeles and Philadelphia dated July 19 and July 14, respectively.

#### Chicago

Chicago had scheduled a total of 1,522 summary reports. In January of 1954, Chicago pointed out that in view of their decrease in Agent personnel they were having difficulty in re-assigning Agents to this project while at the same time maintaining their security delinquency at reasonable levels. In addition, in the Spring of this year Chicago was forced to allocate a large number of their Agents to extensive investigation concerning members of the Nationalist Party of Puerto Rico. Necessary readjustments and reassignments were made in both instances; however, Chicago met the Bureau deadline of July 14, 1954.

#### Detroit

By letter of February 26, 1954, Detroit advised the Bureau of a miscalculation which had been made in that office regarding the status of the program. This matter was discussed in my memorandum of April 16, 1954. Necessary readjustments were made, the program was accelerated under the personal attention of the SAC and the deadline was met. Detroit had scheduled a total of 1,372 summary reports.

#### Los Angeles

Los Angeles had scheduled a total of 2,510 summary reports. My memorandum of April 16, 1954, noted that beginning in January Los Angeles had taken positive steps to complete this

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program including the assignment of cases to all Agents assigned to Headquarters city. In addition Los Angeles had geared production to approximately 340 summary reports per month and had placed a voluntary staff of eleven stenographers on Saturday duty, with the Bureau approval. Los Angeles also rented one additional mimeograph machine to enable them to cope with their high rate of production.

Attached is a letter from Los Angeles dated July 19, 1954, which comments upon the excellent teamwork of their personnel and mentions three individuals whom the SAC considers deserving of commendation. This letter is referred to in our recommendations herein.

#### Newark

Newark had scheduled 820 summary reports. During the past months Newark has maintained an average of approximately 90 reports per month in order to complete the program. The hearings conducted by the Senate Permanent Subcommittee on Investigations regarding Fort Monmouth employees in the late Fall of 1953 necessitated considerable work in preparing current investigative reports in a large number of cases. As a result Newark has prepared the majority of their summary reports since the beginning of this year.

#### New Haven

New Haven, although a relatively small office, (66 Agents) has a high Security Index count and was committed to the preparation of 504 summary reports. New Haven had made satisfactory progress through April 1, 1954, having submitted approximately 80% of their reports as of that date. Since that time, however, New Haven has been engaged in extensive investigation relating to the Smith Act Matters and apprehensions were made by that office in the early Summer of this year. As a result New Haven was sorely pressed to meet the Bureau deadline with a production rate of 30 reports per month. Their manpower and stenographic difficulties were resolved however and New Haven met the Bureau deadline of July 14, 1954.

#### Philadelphia

Philadelphia had 974 summary reports to prepare. In addition to the maintenance of the rate of approximately 130 summary reports per month during the past months Philadelphia has also been engaged in work relating to their Smith Act Trial. To meet the deadline, twenty-three Agents were assigned full time to the project and fifty-three others worked part time. Clerical

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problems arose and were resolved by Philadelphia in order to complete the program.

Attached is Philadelphia's final status letter of July 14, 1954, which makes specific reference to the contribution of their supervisory stenographer Miss [redacted] to this project.

St. Louis

St. Louis had 173 summary report cases. That office was, of course, engaged in extensive investigation in the matter and their Smith Act trial extended from early February through May of this year. Concerted effort was required in order to meet the Bureau deadline.

San Diego

San Diego had 144 summary reports to prepare. As reflected in my memoranda of January 19, and April 16, 1954, San Diego was faced with difficulties in view of their then-pending case load at approximately 35 cases per Agent. Necessary readjustments were made including the handling of stenographic problems, and the deadline was met.

San Francisco

San Francisco had scheduled a total of 2,271 summary reports. Throughout this program the San Francisco Office has exhibited excellent planning and supervision. My memorandum of January 19, 1954, noted that San Francisco had as of that date completed 1,379 of the reports and had established a production rate of approximately 100 reports per month in order to complete the program. This rate was maintained and the San Francisco Office met the deadline of July 14, 1954. When considered in the light of the other commitments and accomplishments of the San Francisco Office during the past months it is felt that captioned project was well handled.

Seattle

Seattle had scheduled a total of 588 summary reports. Although Seattle was beset with a number of problems, including a heavy volume of applicant investigations and resulting stenographic problems, Seattle completed the Summary Report Program at the appointed time. The SAC in his letter of May 25, 1954, "Bureau Applicant Investigations, Related Special Projects and SGE-Seattle Division," discussed these matters in detail. It is felt that under the circumstances the summary report project was well handled in the Seattle Division.

UNITED STATES GOVERNMENT

DATE: July 21, 1954

TO :

FROM :

SUBJECT: CORRELATION CLERKS  
PREPARATION OF SUMMARY REPORTS  
FBI File

DETAILS:

Attached is Baltimore letter of July 12, 1954, captioned, "Duties of Correlation Clerks" which concerns (1) the question of whether it can be considered a duty of a correlation clerk to review files to obtain the documentation of information required in security summary reports and (2) suggests that consideration be given to compiling instructions as to the duties of correlation clerks in the field.

This memorandum is concerned only with item (1) above and only to the extent of pointing out the nature of the file reviews necessary to develop the documentary data required in the summary reports.

Our instructions in this matter are set out in Section 87C VII, (f) (11) b, Manual of Instructions, which state, "The following instructions concerning documentation of reports applies to both investigative and summary reports written upon individuals when (1) the investigating Agent has reason to believe the subject's name will be included in the Security Index in the future or (2) the subject's name is already included in the Security Index. Complete documentation of information in reports consists of five elements, namely (1) identity of the source, (2) time of activity being reported, (3) date the information was received, (4) identity of the Agent or Agents receiving the information for who can testify to the information obtained, (5) location of the original exhibit in the office files."

Such documentation is confined to the data furnished by live informants with the exception of high-level live informants.

It will be seen that the marshalling of the above data is essentially a clerical function in that it simply sets out specifically the history of information already in the possession of the field offices. From that standpoint it would appear that

considerable Agent time might well be saved by utilization of qualified correlation clerks in obtaining the documentary material.

It should be pointed out that since these data are concerned exclusively with sources and informants within the Division, extreme care should be taken in selecting the employees to be so utilized and their work should be afforded close supervision and restrict their search to the particular files concerned. The latter are in most instances the files containing the original informant memoranda and, as noted above, involve only live informants.

It should also be emphasized that although the documentary data may be developed by clerical personnel it remains the complete responsibility of the dictating Agent to insure that such data are entirely accurate.

RECOMMENDATION:

It is recommended that this memorandum and the attached Baltimore letter be referred to the Administrative Division for information and to assist the Administrative Division in handling the required reply to the Baltimore Office.



1721

# Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 7/12/54

FROM : SAC, BALTIMORE ( )

SUBJECT: COPIES OF CORRELATION CLERKS

When an office prepares a summary report on a subject, it is frequently necessary for the office preparing the summary to request an auxiliary office to furnish five column documentation of information which the auxiliary office originally furnished concerning a subject. In such instances, can it be considered a duty of the correlation clerk to review the files including the abstraction of information from the original informant's report for the purpose of obtaining that information necessary to go into the five column documentation, or is this a responsibility be handled by an agent?

Correlation instructions furnished by the Bureau appear to have been compiled for use at the Bureau. Much of this is not applicable for field office use. If there are not already in existence correlation instructions designed specifically for field office use, it is suggested consideration be given to compiling such instructions. If there are instructions in correlation specifically for field office use, the Baltimore Office would like to be furnished with seven copies.

July 24, 1954

SAC, Baltimore

RECORDED - Director, FBI

DUTIES OF CORRELATION CLERKS

Reurlet dated 7/12/54 in which you requested information as to whether the reviewing of files and the abstraction of information from reports of informants in connection with "five column documentation" could be considered a clerical function or whether it is a duty which must be handled by an agent. In this letter you also suggested that consideration be given to preparing correlation instructions designed specifically for field office use.

~~The marshalling of necessary data in connection with the documentation to which you refer is essentially a clerical function in that it simply sets out specifically the history of information already in the possession of field offices. From that standpoint it would appear that considerable agent time might be saved if qualified correlation clerks obtained the documentation material.~~

It is pointed out that since this data is concerned exclusively with sources and informants, extreme care should be taken in selecting employees to be so utilized. There, of course, should be close supervision in this connection and their search restricted to the particular files concerned.

It should also be insured that although the documentary data may be developed by clerical personnel it remains the complete responsibility of the dictating agent to insure the accuracy of such data.

As regards your suggestion that correlation instructions designed specifically for field use be prepared, you are advised that this is not considered feasible. Different field offices have different problems in this regard, especially in type of work, differences in subject matter, and variety in general nature of cases involved. There is also considerable difference between field offices in the way in which the work is actually handled within any given office even though the purpose is essentially the same. No such instructions have been issued. You should, however, feel free, if you wish, to co-ordinate such instructions as may be applicable to the requirements of your particular field office and submit them to the Bureau for approval.

Information concerning appropriateness of work for correlation clerks furnished by Internal Security Section by memo dated 7/21/54. Information concerning instructions for field use in connection with correlation work obtained telephonically from

## Office Memorandum • UNITED STATES GOVERNMENT

DATE: July 27, 1954

TO :

FROM :

SUBJECT: SECURITY INVESTIGATIONS OF INDIVIDUALS

We have pointed out to the field the absolute necessity of not only evaluating their cases prior to recommending subjects for inclusion in the Security Index, but to insure on a continuing basis that the cases already approved for the Security Index are sound. Such instructions are incorporated in Section 87C of the Manual of Instructions, page 59, wherein it is provided: "Each time that a case is reopened and brought up to date it should be justified in the light of existing instructions. This procedure is to be followed on a year-to-year basis for each Security Index subject."

Our instructions also require that Security Index cases be reopened annually for investigative reports. Certain cases, including Key Figure, Key Facility and Top Functionary cases are reported more often.

We feel that the field should be reminded of our fixed responsibilities regarding these cases - that (1) all security cases must be carefully evaluated to determine if the subjects are potentially dangerous and should be included in the Security Index and (2) cases involving subjects already included in the Security Index should be analyzed on a continuing basis to be certain that they are entirely sound. Further, it appears desirable to re-emphasize the need for re-evaluation of those cases in which the subjects have been interviewed, particularly when denials by those subjects place in issue the reliability or accuracy of data furnished previously by persons, confidential sources or security informants. Any such questions raised should, of course, be resolved completely by recontacts with the appropriate sources.

RECOMMENDATION:

If you approve, there is attached a proposed letter embodying the foregoing comments. No Manual changes are involved since, as noted above, the attached simply re-emphasizes existing requirements and procedures.

8-3-54

(L) SECURITY INVESTIGATIONS OF INDIVIDUALS -- Evaluation of Potential Dangerousness

One of the purposes of security-type investigations is to determine the identities, whereabouts and activities of individuals who, because of their membership or activities in or association with subversive groups, are considered dangerous or potentially dangerous to the internal security of the country and the consequent collection of sufficient information concerning their activities to justify inclusion in the Security Index and apprehension in the event of a national emergency.

To fulfill your responsibility for including in the Security Index the names of all potentially dangerous individuals,

8/3/54

SAC LETTER NO. 54-39

you must be alert at all times to evaluate each and every security investigation to be certain the case has been thoroughly investigated to resolve the question of the subject's dangerousness.

To fulfill your responsibility in connection with every case in which a subject's name is presently on the Security Index, you must be certain that the case receives appropriate re-evaluation so that at all times there is sufficient information developed to justify subject's detention in the event of an emergency.

On the other hand we have a definite responsibility to appraise cases fairly to be certain that names are either not added to the Security Index or are deleted therefrom when individuals no longer present a danger to the internal security of the country. Because of the underground operations of the Communist Party and the security measures adopted by the Party, it has become increasingly more difficult to evaluate certain cases because of the absence of open Party activity. Whenever doubts are raised for any reason as to whether a Security Index subject is still dangerous, additional positive, thorough and searching investigative action must be taken to resolve the question. In far too many instances you have failed to take such action and the Bureau has been forced to call individual cases to your attention. The Bureau desires to reiterate emphatically that it remains your responsibility to insure that your cases are properly evaluated and are investigated thoroughly without the necessity of repeating this basic instruction in correspondence in the individual cases.

An evaluation of dangerousness to decide whether or not a subject's name should be added to or retained in the Security Index must be made following every interview of a security subject. If a subject on interview denies in whole or in part pertinent derogatory information contained in our files and there is not incontrovertible proof in the files that the subject is untruthful in such denials, additional investigation must be conducted to resolve the matter. The investigation should include a reinterview of persons, confidential sources and security informants who originally furnished the subversive information regarding the subject in order to reaffirm the correctness of the information previously furnished and to determine if the individuals can recall any additional subversive information they failed to furnish or which has come to their attention subsequently. This is necessary in view of the subject's denial in these cases in which the evidence,

8/3/54  
SAC LETTER NO. 54-39

reasonably interpreted and analyzed, does not clearly establish the subject's dangerousness beyond doubt.

I cannot emphasize too strongly the absolute necessity that you be certain a subject has been properly identified as the person engaging in the subversive activities alleged. When there is any doubt on that point, particularly when on interview the subject denies the pertinent subversive allegations, the person, confidential source or security informant who is the source of the derogatory information should be thoroughly reinterviewed and exhibited a photograph of the subject, when available, to resolve the matter.

The above instructions are not intended to change existing policy and procedures in matters of this type but are to re-emphasize the necessity for logically resolving all questions pertaining to the dangerousness or potential dangerousness of the subject of each security investigation by reinterviewing sources and conducting additional investigation when warranted.

*Office Memorandum*

2 • UNITED STATES GOVERNMENT

DATE: August 6, 1954

TO :

FROM :

SUBJECT: *C* SECURITY INDEX. *C-1*

During the past week, 39 cards were added to the Security Index and 9 cards were cancelled, a net increase of 30 cards.

The Security Index count as of today is 25,568.

ACTION:

None. This is for your information.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: July 21, 1954

FROM :

SUBJECT: DISSEMINATION -  
DATA DEVELOPED IN THE COURSE OF  
SECURITY INVESTIGATIONS

DETAILS:

SAC Letter 54-33, part (C), of 6/29/54, re-emphasized the absolute necessity of completely discharging our responsibilities of disseminating to appropriate agencies the information coming to the attention of the Bureau. In order to crystallize such responsibilities in the security field, with particular reference to data developed on individuals we have prepared a unit treating the matter of dissemination at length and under a separate heading in the Manual of Instructions.

Attached is a proposed set of instructions regarding the dissemination of information developed in security cases, to be added under a separate heading in Section 87C of the Manual of Instructions.

These proposed instructions restate and interpret existing Bureau dissemination requirements in order to crystallize our responsibilities in the security field. We are pointing out that such proposed instructions must be read in the light of the provisions of Section 5 of the Manual of Rules and Regulations which discusses the Bureau's over-all responsibilities in dissemination, together with existing policies, qualifications and exceptions. Further, we have, as in the cases of Key Facility and U. S. Government employees, cross referenced our instructions with those existing manual provisions which set out with particularity the procedure required, including dissemination.

We are reiterating the absolute necessity of discharging our responsibilities of dissemination and impressing upon the field that the basic rule to follow is that security information must be furnished promptly to interested agencies and that the term "interested agency" must be interpreted in the light of reason and common sense.



Attention is directed to page three of the proposed amendment to Section 87C of the Manual of Instructions relating to individuals employed by state, county or municipal governments (Responsibilities Program). This portion actually restates and qualifies data relating to the same category of individuals treated in the Manual of Rules and Regulations, Part 5, page 2. Since the Responsibilities Program encompasses only Security Index subjects and as such is handled on an individual case basis, it is believed that the matter of dissemination more properly belongs in Section 87C. For that reason, we are recommending that the Manual of Rules and Regulations be amended to delete the reference to the Responsibilities Program, noted above.

RECOMMENDATIONS:

(1) If you approve, the attached instructions on dissemination will be added as item 8 of Section 87C of the Manual of Instructions.

(2) If you approve, there is attached a proposed amendment in the Manual of Rules and Regulations, Part 5, page 2, as suggested in the closing paragraph of this memorandum.

(3) There is also attached for your approval a proposed SAC Letter advising the field of the added unit to Section 87C of the Manual of Instructions, and instructing that its provisions be called to the specific attention of the Agent personnel.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 5, 1954

FROM :

SUBJECT: <sup>0</sup> SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS

My memorandum of July 21, 1954, noted that captioned program had been completed in the field. As you know, the New York Office was exempted from this program upon its reinstitution in July, 1953, because of New York's extensive backlog in the security investigation of individuals and because it was believed of paramount importance that these investigations be completed and all individuals dangerous or potentially dangerous to the Internal Security of the country be included in the Security Index.

The question of resumption of this program by the New York Office was reanalyzed during the inspection of that office in early December, 1953. The results were set out in detail in Mr. memorandum to Mr. dated December 12, 1953. In substance, it was found that if the summary report program were reinstituted the New York Office would require 65 Agents assigned exclusively to that project for one year to bring it to a current status. Further, it was noted that since the Security Matter - C cases represent a "grass roots" program, it was not desirable to take any action which would interfere with the development of all pending security cases looking toward the adding of a great number of the subjects to the Security Index.

With the foregoing considerations in mind, we have continued to follow the New York Office closely, analyzing each month their case loads as reflected in the New York administrative reports. A review of our records reflects that although the total number of pending active cases in the three security classifications, and , have increased from 5,144 in January, 1954, to 5,417 as of June 20, 1954, the pending active cases in the classification have dropped from 4,331 to 4,040 in the same period. Further, since our instructions now provide that all Security Index cases be reviewed and re-evaluated annually, it appears that New York should again be asked to explore the possibilities of resuming the summary report program. That is to say, it is imperative these cases be reviewed periodically to insure that they are entirely sound. With that in mind, there would appear to be a saving of time and effort if in reopening cases for such purpose summary reports might be prepared on a staggered basis. New York has submitted a number of

summary reports, e.g. when the report is an initial report and when one of their Security Index subjects transfers to another division. Further, New York had submitted several reports in the early stages of this program prior to its discontinuance in that office. As of July 1, 1954, New York advised they had submitted a total of 2,018 summary reports of a total of 6,152 Security Index cases, leaving approximately 4,100 cases in which reports should be prepared.

Bulet of July 2, 1954, addressed to the SAC in New York and commenting upon the New York self-inspection in June of this year, made reference to the fact that approximately 80 Agents would be required to bring the summary reports to a current status in one year's time. It was pointed out, however, that such allocation is not desired at the cost of diverting investigative employees from other needed security investigations and suggested that the recent reorganization of security assignments in New York would permit that office to reduce investigative delinquency and permit the resumption of the summary report project, working it on a continuing basis, as other commitments will permit.

RECOMMENDATION:

If you approve, the attached letter will be sent to New York instructing them to reanalyze their situation in line with the foregoing comments and to submit their recommendations with regard to the resumption of the summary report program by that office.

SAC, New York ( )

August 5, 1954

PERSONAL ATTENTION

Director, FBI

SECURITY INDEX  
PREPARATION OF SUMMARY REPORTS

Your letter of December 16, 1953, reflected that during the inspection of your office in early December, 1953, the preparation of the summary report program had been given thorough study. You indicated your concurrence with the inspector's comments that in order to bring your summary reports to a current status in one year's time, a total of sixty-five Agents working full time on the program would be necessary, but looking at the entire security program and realizing limited personnel are available, the use of sixty-five additional Agents on the summary report program exclusively was not recommended at that time.

In other words, it was felt that the immediate problem was to fully process the pending cases to insure that subjects whose background and activities indicated that they were potentially dangerous to the internal security of the country would be added to the Security Index without delay. With the foregoing in mind, the Bureau has continued to follow closely your pending backlog of security cases which have been the subject of periodic correspondence to your office under the caption "Inefficiency in Security Investigations." It has been noted from your administrative reports that your total pending active cases in the three security classifications, 105, 100 and 103, have increased from 1,115 as of January 31, 1954, to 5,417 as of June 30, 1954. During the same period, however, pending active cases in the 100 classification decreased from 4,101 to 1,410. It would appear, therefore, that some progress has been made in reducing your backlog in those cases in which a number of the subjects could be considered for inclusion in the Security Index.

8/5/54 1726

Your letter of May 24, 1954, captioned "Delinquency in Security Investigations" on page two makes specific reference to your cases in the 100 classification. You stated that from January 1, 1954, to May 1, 1954, 3,496 cases were opened in that category. As of May 1, 1954, there were 4,328 pending active cases and that "this would mean that the total backlog of the New York Office is approximately 832 cases." You further state "although the case load of the Security Matter Section of the New York Office has not been materially reduced in the past several months, it does not necessarily mean that a number of very old cases are creating a backlog." The fact that the openings in the New York Office have almost kept abreast of the closings has prevented a material reduction in the backlog in the 100 classification.

As you are aware, it is absolutely imperative that our Security Index cases be entirely sound. This fact is emphasized in existing Bureau requirements that all Security Index cases must be reviewed annually and re-evaluated on a regular basis. The summary report program affords an opportunity to completely analyze these cases while at the same time bringing them completely up-to-date. In many instances analyses of these cases can be integrated into your Security Informant Program by consideration of interviews with those subjects who appear to have been inactive in preceding months. Of even greater importance, however, is the fact that with the preparation of summary reports your cases are in a state of readiness should the Emergency Detention Program be invoked.

While it is fully understood that new cases coming to your attention must be developed and proper subjects added to the Security Index, we must not lose sight of the long range aspects of the Emergency Detention Program compelling us to constantly appraise these cases to insure that our classification of these individuals' potential dangerousness is well taken.

Considering all the factors involved, the Bureau desires at this time that you make a complete

1/5/54

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analysis of the Security Index program and specifically develop the question of resumption of the summary report program. Your letter of July 1, 1954, reflected that you had submitted a total of 2,018 summary reports of a total of 6,152 Security Index cases leaving a backlog of approximately 4,100 summary reports for preparation. You further noted that in 1,339 cases the files contained summary reports over one year old with the result that a total of 5,301 summary reports would have to be prepared. With regard to this latter figure, the Bureau desires to point out that the fact a summary report is over one year old does not necessarily mean that an additional summary report will be necessary. As you know, the Bureau has discontinued the requirement that supplemental summary reports be submitted annually in Security Index cases and for that reason if an initial summary report has been submitted under this program, the Bureau requires only that the case be brought up to date annually with an investigative report. For that reason, it is being assumed that your backlog stands at approximately 4,100 cases.

Your letter of June 22, 1954, captioned "Memorandum for the Director, Self-Inspection Report of The New York Office," your file , on page five estimated that reinstitution of the summary report program would now necessitate the services of approximately 80 Agents to bring the reports to a current status. Bureau letter of July 2, 1954, addressed to you personally stated that it would be desirable, of course, to bring the summary report program to a current status but not at the cost of diverting investigative employees from other needed security investigations. It was suggested, however, that possibly the recent reorganization of the handling of security work would permit you to shortly make a sharp reduction in the investigative delinquency of security type cases and then commence attacking the summary report project and work it on a continuing basis as other commitments will permit.

You are accordingly instructed to reanalyze your security assignments, case loads, and commitments to determine whether the summary report program may be re-instituted in your office under the circumstances outlined in the preceding paragraph. That is to say, the Bureau

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recognizes that it is not possible to commit 80 Agents to this project on a deadline basis. It is imperative, however, that you begin attacking this problem at the earliest possible moment to prevent the further accumulation of the backlog in the cases requiring summary reports. To that end arrangements must be made to commence assignment of these cases for the preparation of summary reports on a regular though limited basis.

You are requested to advise the Bureau within fifteen days from the receipt of this letter of your recommendations in this matter. Your letter should include an analysis of your pending backlog in each of the classifications, and including (1) the number of your Security Index cases now open for any reason, (2) the number of non-Security Index cases now open in which investigation must be conducted to determine if the subject should be placed in the Security Index and, (3) the number of pending cases in which other Offices are origin.

This matter must receive your close personal attention.

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 8/5/54

FROM :

SUBJECT: WAR PLANS

I would like to suggest that consideration be given to the microfilming of the fingerprint cards of those individuals concerning whom the Bureau has Security . . . These fingerprint cards are filed in the main fingerprint files of the Identification Division and constitute the finger impressions of those individuals who are on the Bureau's Security Index and whose fingerprints are available for . . . The possibility exists that we would have approximately 25,000 such Security cards and it is felt that a microfilm file of these fingerprint cards would be of value if a question of identity ever did arise in connection with the detention of Security Index subjects. The cost of such microfilming would be negligible compared with the value that could be received.

In connection with the above suggestion, I feel that consideration should be given to including on the index cards in the Security Index File is part of the description the FBI number where available and the fingerprint classification so that another means of possibly identifying an individual would be available.

Both of these suggestions should be referred to the Domestic Intelligence Division for their comments.



Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. [REDACTED]

VNR  
DATE: August 11, 1954

FROM : MR. [REDACTED] VPK/B

SUBJECT: WAR PLANS

- 1) MICROFILMING FINGERPRINT CARDS OF SECURITY INDEX SUBJECTS
- 2) INCLUDING FINGERPRINT CLASSIFICATION AND FBI NUMBER IN DESCRIPTION ON REVERSE SIDE OF FIELD SECURITY INDEX CARDS

Attached is a memorandum dated August 5, 1954, from Mr. [REDACTED] to Mr. [REDACTED] suggesting (1) that consideration be given to microfilming the fingerprint cards of those individuals against whose record the field has placed Security Flash Notices in case questions of identity arise in an emergency and the Identification Division records are not available. A Security Flash Notice is a stop placed against the fingerprint records of Security Index subjects whenever such a record is known. as

Mr. [REDACTED] estimates that there would be about 15,000 Security Flash Notices on file and an attached routing slip indicates the cost of microfilming at approximately 10 cents per card. du

(2) That consideration be given to including on the Security Index cards as part of the descriptive data the FBI number and fingerprint classification whenever that data is known and a Security Flash Notice has been placed. u

Observations:

TO DIRECTOR  
SEE FILE 66-17380 (7-18-52)

NOT RECORDED  
145 SL 10 1954

Re suggestion number 1

As of August 6, 1954, there were 15,500 Security Flash Notices on file. Of course, fingerprint records of all Security Index subjects are not available and offices have been instructed to cancel Security Flash Notices whenever Security Index cards are cancelled. There is no record of the actual number of Security Flash Notices on file and it may be somewhat less than 15,000, possibly between 15,000 and 20,000. u

Inasmuch as the Identification Division at present maintains a constant microfilming project of Bureau personnel fingerprint cards it is believed that it would be extremely worthwhile to extend microfilming to Security Index subjects against whom Security Flash Notices are on file. This would be a continuing matter and it would not be necessary to make any deletions in the microfilm record. u

66-17380-22735-11

VNR  
8-11-54

Although we have physical descriptions available in all cases and photographs available in a high percentage of cases, many of the photographs may be old and inadequate to identify an individual who denies his identity. By reducing the fingerprint cards to microfilm we will have a means at hand to reproduce fingerprint cards for Security Index subjects. Many subjects may not be apprehended immediately following an emergency and become fugitives. By having copies of the fingerprint impressions available we will be in a position to positively identify the individuals in those cases and place appropriate notices against incoming fingerprints from local law enforcement agencies. It would be practically impossible to reconstitute such records should the records of the Identification Division be destroyed.

Re suggestion number 2

The description of Security Index subjects is maintained on the reverse side of cards maintained in the field offices. Such data is not on the cards at the Dept of Government. The field uses approved Bureau Form FD-186 at the time the descriptions are added to the Security Index cards received from the Bureau. This form has listed for the assistance of the Agent numerous items of descriptive data which should be included on the Security Index card if available. Among the items as suggested descriptive data are "FBI or Police Number" and "Fingerprint Classification." Of course, in most cases the fingerprint classification is not known in the field office even though they do know the FBI number and have the identification record.

It is believed that by furnishing the field the fingerprint classification along with the FBI number for inclusion on all Security Index cards where identification records are known, the cards will be more valuable in effecting quick identification. This data could be furnished to the field at the time the cards are microfilmed which would bring it up to date as of that time and the FBI number and fingerprint classifications could be forwarded subsequently as additional Security Flash Notices are placed.

Including fingerprint classification data in the description on the back of the field Security Index cards will make the cards more adaptable for use as Security Index subjects may deny identity and their photographs may not be available. On denial of identity the field could by use of the fingerprint classification tentatively identify the individual until comparisons can be made with the fingerprint impressions.

ACTION:

(1) It is recommended that the fingerprint cards of Security

VWR  
8-11-54

be microfilmed for storage at the evacuation site. It is assumed that both sides of the fingerprint card will be microfilmed inasmuch as the description on the reverse side also will be a valuable record to have at the evacuation site. S

(2) It is recommended that if the fingerprint cards are microfilmed, that the FBI number and fingerprint classification be furnished to the field in each case. u

(3) If recommendations 1 and 2 are approved, an SAC Letter will be prepared advising that whenever a Security Flash Notice is on file the FBI number and fingerprint classification will be furnished to the field for inclusion in the description on the reverse side of the Security Index card. u

L.P.  
a

TO : [REDACTED]

DATE: August 12, 1954

FROM : [REDACTED]

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

SYNOPSIS:

Each month we follow the field closely on the status of security work by analyzing the backlog of pending cases and delinquency in Espionage, Internal Security, Security Matter and foreign intelligence cases in classifications 65, 100 and 105. Status of these cases as of July 31, 1954, is set forth herein.

Pending active matters in the entire field in the security classifications increased from 22,278 to 22,977. Delinquent matters decreased from 7,407 to 7,163 with the resultant over-all statistical decrease from 33.2% to 31.6%. The delinquency in security cases in the New York Office increased from 2,207 to 2,225, a delinquency of 39%. The number of pending active matters in the 100 classification increased in the New York Office from 4,040 to 4,181 and the delinquent items in this classification increased from 1,871 to 1,912 or statistical delinquency of 46%.

Letters are being sent to 17 offices either instructing them to reduce backlog and delinquency or, in some cases commenting upon their progress in bringing their security cases to current status.

RECOMMENDATION:

The field will continue to be followed closely in this matter and you will be advised of the results of the review of the August, 1954, administrative reports.

Bufile [REDACTED]

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CI AUG 2 1954

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DETAILS:

Since December, 1951, we have been closely following, on a monthly basis, the twelve field offices having a large proportion of our pending security work and since March, 1952, all offices. We have written letters to the twelve offices and to other offices where progress in reducing the backlog of work and delinquency has not been satisfactory.

The July, 1954, administrative reports from all offices reflect that the total pending active matters in the classifications 65, 100 and 105 increased during this month from 22,278 to 22,977. The delinquent items decreased from 7,407 to 7,163 which represents a statistical decrease of from 33.2% to 31.6%.

The following statistics reflect the status of pending work including both pending active and pending inactive matters and delinquency for all field divisions as of December 31, 1951, and the progress for the last four months:

TOTAL PENDING MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classification</u>	<u>12-31-51</u>	<u>4-30-54</u>	<u>5-31-54</u>	<u>6-30-54</u>	<u>7-31-54</u>
65	1,314	1,127	1,163	1,110	1,090
100	32,812	20,764	21,368	21,143	21,013
105	<u>2,895</u>	<u>2,894</u>	<u>3,413</u>	<u>4,125</u>	<u>4,542</u>
Total	37,021	24,785	25,944	26,378	26,645

TOTAL DELINQUENT MATTERS  
CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Classifications</u>	<u>12-31-51</u>	<u>4-30-54</u>	<u>5-31-54</u>	<u>6-30-54</u>	<u>7-31-54</u>
65	525	156	189	222	229
100	22,518	5,962	6,870	6,435	6,106
105	<u>1,719</u>	<u>523</u>	<u>763</u>	<u>750</u>	<u>628</u>
Total	24,762	6,641	7,822	7,407	7,163

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The following statistics reflect the total of pending active matters, delinquency and percentage of delinquency of all offices since January 31, 1953.

CLASSIFICATIONS 65, 100 and 105  
ALL FIELD DIVISIONS

<u>Date</u>	<u>Pending Active Matters</u>	<u>Delinquent Matters</u>	<u>Percentage Delinquent</u>
1-31-53	24,098	11,772	48.8%
2-28-53	22,935	11,233	46.9%
3-31-53	23,033	10,890	47.3%
4-30-53	22,100	9,120	41.3%
5-31-53	21,740	9,730	44.8%
6-30-53	20,970	9,558	45.6%
7-31-53	20,180	9,411	46.6%
8-31-53	19,493	8,495	43.6%
9-30-53	19,224	7,571	39.4%
10-31-53	19,141	5,580	34.3%
11-30-53	19,933	6,655	33.5%
12-31-53	19,947	6,749	33.2%
1-31-54	20,520	7,494	36.5%
2-28-54	21,488	6,007	27.9%
3-31-54	21,843	6,617	30.2%
4-30-54	21,752	6,757	31.6%
5-31-54	21,863	7,822	35.8%
6-30-54	22,278	7,407	33.2%
7-31-54	22,377	7,163	31.6%

Status of Security Work in Twelve of the  
Larger Offices

The following statistics reflect the progress of the twelve larger offices we have been closely following since December, 1951. These offices have approximately 81% of the total Security Index cards and a high percentage of the pending work and delinquency in classifications 65, 100 and 105.

STATISTICS FOR TWELVE OFFICES  
SECURITY INDEX COUNT AND FOR  
65, 100 and 105 MATTERS

<u>Office</u>	<u>Security Index Cards 7-15-54</u>	<u>Pending Active Matters 6-30-54</u>	<u>7-31-54</u>	<u>Percentage Delinquent 6-30-54</u>	<u>7-31-54</u>
* New York	6,562	5,417	5,750	41%	39%
* Los Angeles	4,049	1,818	1,973	46%	41%
* San Francisco	2,276	1,544	1,637	31%	31%
* Chicago	1,534	1,128	1,175	38%	31%
* Detroit	1,374	782	897	50%	31%
* Philadelphia	1,162	1,048	1,014	34%	29%
* Newark	841	1,201	1,184	44%	39%
Cleveland	685	475	507	28%	21%
Seattle	672	309	367	28%	25%
Boston	642	732	759	27%	24%
* Minneapolis	526	370	377	16%	28%
* New Haven	520	432	427	35%	29%
Total	20,843	15,256	16,067		

\* Letters being sent to offices indicated. See page 8 herein.

The over-all statistics for the eleven offices other than the New York Office since July 31, 1952, are as follows:

<u>Date</u>	<u>Pending . tive Matters (65-100-105)</u>	<u>Delinquent Mat . rs (65-100-105)</u>	<u>Percentage Delinque (65-100-105)</u>
7-31-52	13,117	7,965	60.7%
8-31-52	12,611	7,589	60.2%
9-30-52	11,367	5,732	50.4%
10-31-52	11,286	4,957	43.9%
11-30-52	11,148	4,844	43.5%
12-31-52	10,937	4,578	41.9%
1-31-53	10,730	4,696	43.8%
2-28-53	10,721	4,358	40.6%
3-31-53	10,069	4,019	39.9%
4-30-53	9,411	2,887	30.7%
5-31-53	9,277	3,447	37.2%
6-30-53	8,964	3,532	39.4%
7-31-53	8,908	3,758	42.2%
8-31-53	8,547	3,618	42.3%
9-30-53	8,601	3,249	37.8%
10-31-53	8,845	2,785	31.4%
11-30-53	9,434	2,871	30.4%
12-31-53	9,552	3,261	34.1%
1-31-54	9,814	3,318	33.6%
2-28-54	10,288	3,021	29.4%
3-31-54	10,188	2,998	29.4%
4-30-54	10,201	3,209	31.5%
5-31-54	9,840	3,920	39.8%
6-30-54	9,839	3,679	37.5%
7-31-54	10,317	3,348	32.4%



#### New York Office

During 1953, the New York Office made a steady reduction in delinquent matters in the security classifications as well as a steady reduction in the case backlog. During November, 1953, the security delinquency dropped below 50% for the first time in 1953 to 47%. This was reduced even further in December to 45% as compared with January, 1953, delinquency of 76% in the security classifications. During January, 1954, however, New York delinquency in the security classifications took an upward trend, from 43% to 53%.

The July, 1954, administrative report reveals that its security delinquency decreased during the past month from 41% to 39%. The pending active security cases increased in the New York Office from 5,417 for June, 1954, to 5,750 for July, 1954. Delinquent items increased from 2,207 as of June, 1954, to 2,225 as of July, 1954.

The New York Office has approximately 24% of the pending active matters in the 65, 100 and 105 classifications in the entire field. This office has approximately 31% of the number of delinquent items in these classifications throughout the field. The average delinquency in all other offices at the end of July, 1954, was approximately 29%. The New York delinquency was 39% as previously noted.

The bulk of the New York backlog and delinquency is in the 100 classification. During July, 1954, the number of pending active matters in the 100 classification in the New York Office increased from 4,040 to 4,131. The number of delinquent matters in this classification increased from 1,871 to 1,912 with a statistical decrease from 47% for June, 1954, to 46% for July, 1954.

#### Status of Security Work in the Remaining Forty Offices

The remaining forty offices are listed according to the percentage of delinquency on July 31, 1954, in total matters in classifications 65, 100 and 105. These statistics reflect the progress during July, 1954. It should be noted that many of the smaller offices have no pending matters in classifications 65 and 105 and their entire pending backlog is in classification 100 matters.

Office	Pending Active Matters		Percentage Delinquent	
	6-30-54	7-31-54	6-30-54	7-31-54
* Milwaukee	303	321	37%	36%
* Cincinnati	348	408	28%	33%
* San Juan	178	169	24%	30%
* Little Rock	30	29	36%	28%
* Phoenix	88	81	16%	27%
* Miami	210	201	16%	27%
* El Paso	45	45	4%	27%
* Charlotte	85	84	16%	27%
San Diego	222	219	27%	25%
Savannah	29	24	17%	25%
Washington Field	1,491	1,083	24%	25%
Denver	136	143	22%	24%
Kansas City	95	115	24%	24%
Buffalo	740	889	14%	23%
Houston	94	106	21%	23%
Mobile	59	53	10%	23%
Baltimore	452	454	23%	22%
Dallas	99	105	12%	22%
Pittsburgh	327	427	18%	22%
Indianapolis	182	184	20%	21%
San Antonio	68	65	15%	21%
Knoxville	33	30	15%	20%
Anchorage	35	34	17%	19%
Albany	307	271	25%	19%
Albuquerque	80	68	14%	18%
New Orleans	145	110	31%	18%
Louisville	68	64	21%	16%
Norfolk	47	53	14%	15%
Salt Lake City	48	59	19%	15%
Springfield	140	132	25%	14%
Omaha	80	88	20%	14%
Memphis	49	67	14%	13%
Oklahoma City	66	67	9%	12%
St. Louis	233	234	25%	11%
Birmingham	35	30	20%	10%
Richmond	95	88	7%	9%
Butte	56	53	13%	9%
Atlanta	72	79	7%	6%
Honolulu	43	39	16%	6%
Portland	109	139	18%	6%
Total	7,022	6,910		

\* Letters sent to offices indicated regarding delinquent status.  
See page 8 herein.

The following figures illustrate the progress of the forty offices as a whole since June 30, 1952, as reflected in the administrative reports.

<u>Date</u>	<u>Pending Active Matters (65-100-105)</u>	<u>Delinquent Matters (65-100-105)</u>	<u>Percentage Delinquent</u>
6-30-52	8,417	3,842	45.6%
7-31-52	7,776	3,156	40.6%
8-31-52	6,928	3,054	44.0%
9-30-52	6,198	2,109	34.0%
<del>10-31-52</del>	<del>6,126</del>	<del>1,279</del>	<del>20.8%</del>
11-30-52	6,129	1,703	27.8%
12-31-52	6,228	1,691	27.2%
1-31-53	6,080	1,554	25.6%
2-28-53	6,103	1,515	24.6%
3-31-53	5,936	1,542	26.0%
4-30-53	5,864	1,414	24.1%
5-31-53	4,897	1,726	29.3%
6-30-53	5,611	1,577	28.1%
7-31-53	5,146	1,358	26.4%
8-31-53	5,095	1,323	26.0%
9-30-53	5,050	1,219	24.1%
10-31-53	4,987	1,087	21.8%
11-30-53	5,180	1,355	26.1%
12-31-53	5,280	1,301	24.6%
1-31-54	5,562	1,444	25.9%
2-28-54	5,997	1,347	22.5%
3-31-54	6,079	1,431	23.5%
4-30-54	6,174	1,327	21.5%
5-31-54	6,733	1,710	25.4%
6-30-54	7,022	1,522	21.6%
7-31-54	6,910	1,590	23.0%

Letters to the Field

As noted previously, we are sending letters to 17 offices either instructing them to take appropriate measures to bring the investigations in the security classifications to, or maintain them in a current status. Letters are being directed to the offices indicated by asterisks on pages four and seven herein. It will be noted that the security delinquency of those offices for the month of July, 1954, appears in the extreme right hand column of the two lists on pages four and seven.

## Office Memorandum • UNITED STATES

GOVERNMENT

TO : The Director

DATE: August 13, 1954

FROM :

SUBJECT: SECURITY INDEX  
Bufile 100-358086

The following is a report of the increase in the Security Index since the last count was furnished to you on July 9, 1954.

Week of	New Cards Added	Cards Cancelled	Net Increase
July 10 - 16	56	24	32
July 17 - 23	38	17	21
July 24 - 30	47	26	21
July 31 - Aug. 6	39	9	30
August 7 - 13	56	22	34
	236	98	138

For your information, during the preceding four-week period 180 cards were added and 82 cards were cancelled, a net increase of 98 cards.

The Security Index count as of today is 25,602.

ACTION:

This is for your information.

Assistant Attorney General  
William F. Tompkins

August 19, 1954

Director, FBI

SECURITY INDEX LIST

There is attached hereto a current list of the names of the individuals maintained in the Security Index. Names included in the main portion of the list are arranged alphabetically. The names of individuals coming within five designated groups are listed on separate pages. Following each name is information reflecting the race, sex, birth date, Bureau file number and the Bureau field office covering the residence of the individual.

It is requested that this list be given utmost security.

Attachment  
*W. F. Tompkins*

NOTE ON YELLOW ONLY:

Espionage Section of the Special Section not included.

The five designated groups are:  
Foreign Government Employees  
United Nations Employees  
Pro-Tito Yugoslavs

U. S. Government Employees  
Atomic Energy Program Employees

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Office Memorandum • UNITED STATES GOVERNMENT

DATE: August 12, 1954

TO :

FROM :

SUBJECT: SECURITY INDEX  
(REFERENCE TO SECURITY INDEX DATA  
IN REPORTS AND CORRESPONDENCE)

Under existing procedures, the field is under instructions to maintain the information which appears on Security Index cards in a current condition at all times. Immediately upon receipt by the field of information which would require the amendment of a Security Index card, the field has been instructed to submit Form FD-122 to reflect the necessary amendment or change. These changes principally relate to the changes in spelling of the subject's name and aliases, the addition of aliases and changes with respect to the subject's place of residence and employment.

Frequently correspondence and reports are received at the Bureau which reflect information which would necessitate a change in the subject's existing Security Index card. As the incoming piece of mail will not indicate that Form FD-122 to amend the Security Index card has been submitted and as this form is not serialized and an abstract has not been prepared, the supervisor receiving the incoming letter is unable to determine at the time of his review of the incoming mail, whether or not the field has submitted the necessary recommendation to amend the existing Security Index card. In these instances, it is necessary that the supervisor set up a tickler to review the subject's file at a later date to determine whether or not a change has been submitted by the field. If the review of the subject's file at a later date reveals that the subject's Security Index card has not been amended and brought up to date, to comply with the information previously received, it is then necessary that the field be instructed to submit Form FD-122 to reflect the necessary changes. This condition is undesirable as: (1) it requires additional unnecessary correspondence with the field; (2) the Security Index cards in these instances are not current and accurate as of the earliest possible date.

This condition can readily be eliminated by requiring that the field in each letter and report, concerning a Security Index subject, which contains information relating to data appearing on the existing Security Index card indicate in either the body of the letter or the administrative pages of the report the following information:

1. That the subject is included in the Security Index.
2. That the data appearing on the Security Index card is current and accurate or requires change.
3. If a change on the Security Index card is required that Form FD-122 has been submitted.

RECOMMENDATION:

If you approve, the field will be instructed to follow the above-outlined procedure by the attached SAC Letter. Appropriate additions to Section 87-C of the Manual of Instructions are also attached.

## Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 11, 1954

FROM :

SUBJECT: SECURITY INDEX - General  
BufileSYNOPSIS:

Security Index cards, in addition to data relating to identity and location of subjects, indicate thereon by alphabetical symbols, the subversive groups or nationalistic tendency with which subjects identified. Most subjects fall into specified categories which include, e.g., Communist (COM), Independent Socialist League (ISL), Socialist Workers Party (SWP), Revolutionary Workers League (RWL), Independent Labor League (ILL), and Miscellaneous (MIS). The latter category as of July 15, 1954, embraced subjects identified with eight additional small cults or groups including the Muslim Cult of Islam, a radical Negro organization and two independent groups split from the Socialist Workers Party - the Johnson-Forest Group and the Socialist Union of America. In order that members of the Muslim Cult of Islam, Johnson-Forest Group and Socialist Union of America in the Security Index (1) may more readily be determined and (2) so identified in the monthly Security Index statistical report, it appears desirable that these groups no longer be tabbed in the "Miscellaneous" category, but, instead be tabbed "MCI," "JFG," and "SUA," respectively, on the Security Index cards. This will eliminate necessity of running off mechanically on IBM equipment entire "Miscellaneous" subjects in order to determine exact strength of above three groups, the first of which is capable of violence and the latter two, active Trotskyite organizations. Appears desirable also to delete from the 14 specified categories the Revolutionary Workers League (only one Security Index subject) and Independent Labor League (no Security Index subjects) since both of these groups now inactive.

RECOMMENDATION:

(1) If you approve, there is attached a proposed SAC Letter incorporating the above observations.

(2) There are also attached for approval appropriate Manual changes.



- (3) Interested offices will be furnished separately with pertinent lists of those Security Index subjects whose cards are now tabbed "Miscellaneous."

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DETAILS:

The Security Index cards in addition to the data relating to identity and location of the subjects indicate thereon the subversive groups or nationalistic tendency with which these subjects have been identified. The great majority of Security Index subjects fall within 14 such categories specifically indicated on pages 30 and 30a of Section 87C of the Manual of Instructions.

As of July 15, 1954, the Security Index breakdown in the 14 categories was as follows:

<u>Organizational Affiliation or Nationalistic Tendency</u>	<u>Abbreviation on Card</u>	<u>Number</u>
Communist	COM	23,828
Independent Socialist League	ISL	202
Socialist Workers Party	SWP	803
Revolutionary Workers League	RWL	1
Nationalist Party of Puerto Rico	NPR	418
Independent Labor League	ILL	0
Union of the People for the Establishment of the Republic of Puerto Rico	UPR	6
Proletarian Party of America	PPA	37
Russian	RUS	42

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<u>Organizational Affiliation or Nationalistic Tendency</u>	<u>Abbreviation on Card</u>	<u>Number</u>
Bulgarian	BUL	1
Rumanian	RUM	0
Czechoslovakian	CZE	0
<del>Hungarian</del>	<del>HUN</del>	<del>2</del>
Yugoslavian	YUG	24
Miscellaneous	MIS	<u>123</u>
Total		25,487

A survey has been conducted of the 123 Security Index cards tabbed "Miscellaneous" embracing subjects in organizations not included in the 14 specific categories listed above. It was determined that as of 7/15/54 the "Miscellaneous" cases so tabbed in the Security Index consisted of the following:

Johnson-Forest Group (S.F. Branch)	61
Socialist Union of America (S.W.P. Branch)	5
Muslim Cult of Islam	31
Libertarian Socialist Committee	13
Libertarian Socialist League	8
Israel (Nationalistic Tendency)	2
United Labor Party	2
No Affiliations	<u>1</u>
	123

It will thus be seen that in order to determine just which of the 123 "Miscellaneous" subjects belong to the Muslim Cult of Islam, it would be necessary to run off mechanically on the IBM equipment all of the "Miscellaneous" subjects, then by checking files ascertain the Muslim Cult of Islam subjects. The same is true of the Johnson-Forest Group and Socialist Union of America.

#### Muslim Cult of Islam

The Muslim Cult of Islam is a radical Negro group, with headquarters in Chicago, which professes allegiance only to "Allah, the Supreme Being." Its organization provides for military cadres which units are designated the "Fruit of Islam."

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As constituted, the group represents a potential source of violence which might take form at any time.

Johnson-Forest Group and Socialist Union of America

Both the Johnson-Forest Group and the Socialist Union of America are autonomous organizations which have split from the SWP within the past months. They function separately and each espouses its own program. Basically, of course, they are Trotskyite organizations and for statistical purposes it would appear desirable to set out specifically on the cards the abbreviated affiliations in order that the over-all Trotskyite strength as reflected on the Security Index cards might be readily available. With regard to the Socialist Union of America, it may be observed that although there were but five members of this group in the Security Index as of July 15, 1954, others will be added as their break from the parent organization becomes known in the field as the individual cases are processed.

In order that the Muslim Cult of Islam, the Johnson-Forest Group and Socialist Union of America subjects in the Security Index (1) may be more readily determined, and (2) so identified in the monthly Security Index statistical report, it is recommended that these groups no longer be carried in the "Miscellaneous" category, but instead be tabbed "MCI," "JFG" and "SUA" respectively, on the Security Index cards.

Revolutionary Workers League

It is also recommended that the single Security Index cards pertaining to a Revolutionary Workers League adherent be designated for the Miscellaneous category and the references to it be deleted from Section 87 of the Manual of Instructions. It should be noted that this organization is inactive and, as noted, there is only one Security Index subject involved.

Independent Labor League

It is to be noted that there are no Security Index subjects at the present time whose inclusion therein has been based upon activities in the Independent Labor League, which is no longer active. It is accordingly recommended that reference to this organization also be deleted from page 30a, Section 87C of the Manual of Instructions.

LSC and LSL

It is recommended that the Libertarian Socialist Committee and the Libertarian Socialist League subjects continue to be carried under "Miscellaneous" tabbings. These groups have not been cited by the Attorney General and their membership figures have not increased during the past several months.

Thus, the "Miscellaneous" tabbings with the foregoing modifications, will include a reduced total of 27 subjects, based on current figures, representing adherents of four organizations, LSL, LSC, ULP and RNL and Israeli nationalistic tendency group (only two such subjects at present). One individual included in the Security Index has no organizational affiliation.

August 11, 1954

PROPOSED CHANGES IN  
SECTION 87C  
HANDBOOK OF INSTRUCTIONS

Page 23 - Under Item 1., amend to read as follows:

1. Introduction

In the interest of brevity and clarity the term  
"basic revolutionary organization" or "basic  
revolutionary group" shall apply to any one or  
all of the following organizations and groups:

Communist Party, USA  
Socialist Workers Party  
Independent Socialist League  
Proletarian Party of America  
Nationalist Party of Puerto Rico  
Johnson-Forest group  
Socialist Union of America  
(See also 87C, 1, D)

Enc 1

August 11, 1954

PROPOSED CHANGES IN  
SECTION 873  
MANUAL OF INSTRUCTIONS

Page 12 - first paragraph under d., top of page, should be amended to read:

A long-established group which would come under this category is the Proletarian Party of America, a relatively small organization.

Second paragraph should be changed to read:

There also are a few small groups composed of members of the Communist Party, who have voluntarily left the party or who have been expelled, usually for factionalism.

Delete balance of this paragraph and paragraph #3.

Page 22 - item (d) should be amended to read:

Other Marxist-Revolutionary groups  
All reports and communications covering other Marxist-Revolutionary groups should carry the name of the organization and the classification, Internal Security, C.S.:

Proletarian Party of America  
Internal Security - PPA

ENC 2

August 11, 1954

PROPOSED CHANGES IN  
SECTION 610  
MANUAL OF INSTRUCTIONS

Amend pages 30 and 30a - 7b(5)(e) (bottom of page 30 and top of page 30 a) as follows:

(e) Organizational affiliation or Nationalistic tendency:

Communist Party, USA	COM
Independent Socialist League	ISL
Socialist Workers Party	SWP
<u>Johnson-Forest Group</u>	JFG
<u>Socialist Union of America</u>	SUA
Nationalist Party of Puerto Rico	NPR
Union Del Pueblo Pro Constituyente	
De La Republica De Puerto Rico	
(Union of the People for the	
Establishment of the Republic	
of Puerto Rico)	UPR
Proletarian Party of America	PIA
<u>Muslim Cult of Islam</u>	MCI
Russian	RUS
Bulgarian	BUL
Rumanian	ROM
Czechoslovakian	CZE
Hungarian	HUN
Yugoslavian	YUG

Enc 3

UNRECORDED  
8-18-54

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 8/18/54

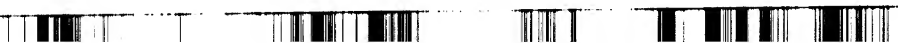
FROM : The Executives Conference

SUBJECT:

In addition, Mr. [redacted] suggested that the fingerprint classification and FBI number be added to the descriptive data on the Security Index Cards presently maintained in the field offices.

Most of these suggestions were submitted for the purpose of facilitating the identification of Security Index subjects in case it becomes necessary.

The Director unanimously [redacted] the suggestions and if approved, [redacted] will be issued to the Identification Division.





UNRECORDED  
8-19-54

SAC, Detroit ( )

August 19, 1954

PERSONAL ATTENTION

Director, FBI ( )

RE BRANCY D TENTION PROGRAM  
SECURITY INDEX - Geographical  
Geographical Section

Burlot dated August 9, 1954, re granting authority to establish an additional geographical section of your Security Index based upon the employment of your Security Index subjects, pursuant to the provisions of SAC letter 54-24 (L). You are authorized to establish a geographical-employment section of your Security Index.

For your information such authority has previously been granted to Cleveland, Los Angeles and New York Offices. Enclosed herewith for your assistance is a copy of Bulet to Cleveland dated July 28, 1954, setting out in some detail the mechanics whereby the geographical-employment section may be established.

Your attention is directed to the last paragraph on page two of the enclosed letter which indicates that the Bureau will mechanically prepare the third set of Security Index cards for Cleveland and New York to be run off at a fixed date. From such date forward, three cards will also be transmitted with each change occasioned by FDs 122 or FDs 123 making these offices one in individual cases. It is also stated that from the fixed date, three cards will be forwarded to Los Angeles which already maintains a third complete set of Security Index cards.

A complete set of three cards for New York will be run off on the specified date under the above cited process and thereafter three cards will be transmitted to your office in those instances where changes are made in the individual Security Index cards.

You are instructed to review carefully the enclosed letter and upon receipt of the third set of Security Index cards you should immediately submit appropriate amended pages for your Emergency Detention Program Survey, incorporating the necessary modifications in your planning resulting from the establishment of the geographical-employment section by your office.

For the information of all offices receiving copies of this letter the date of August 25, 1956, has been set for the printing of the complete third set of Security Index cards for all offices, Detroit and New York Offices. They will be forwarded to your offices when the process has been completed. Further, beginning on that date, August 25, 1956, all FDs 122 and 128 pertaining to subjects of the Cleveland, Detroit, Los Angeles and New York Offices will be processed separately at the Bureau, with three Security Index cards to be prepared and transmitted to those offices in each individual case.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: August 20, 1954

FROM :

SUBJECT: SECURITY INDEX

During the past week 55 cards were added to the Security Index and 15 were cancelled, a net increase of 40 cards.

The Security Index count as of today is 25,642.